AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**DISPATCHER SCHOOL BUS**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 9**	DUTY DAYS:	**260**	DATE REVISED:	**03/13/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

This position requires a high school diploma or equivalent and three (3) years of school transportation experience. The ability to use maps and Global Positioning Systems (GPS) to follow routes and locate addresses is required. The ability to read and understand documents including policies and procedures manuals and to receive and give written and verbal instructions is required. Incumbent just be certified as per the following: Commercial Driver Licenses (CDL-B), Texas School Bus Driver Training Course (all kept renewed and current), Austin ISD School Bus Driver Training Program, Texas Department of Public Safety Motor Vehicle Records Check, and Bus Driver Annual Physical Examination. Employees in this position are subject to random drug testing.

SKILL REQUIREMENTS:

This position requires the knowledge and skills necessary to drive a school bus and perform duties of a monitor. Employees must have operating knowledge of two-way radio and dispatching procedures to communicate with drivers and monitors. Incumbent must have the ability to read maps and a working knowledge of the local vicinity, as well as knowledge of general "check-out" and emergency procedures. Incumbent must have operating knowledge of a personal computer to make route changes and print route sign-in times. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

This position requires knowledge of motor vehicle laws, District Board policies and Austin ISD Transportation Department procedures. Incumbent is primarily responsible for assigning school bus drivers and monitors to buses and specific routes. Incumbent must have the ability to exhibit good communication and public relation skills when interacting with drivers, parents, school administrators, staff, and the general public. Incumbent is responsible for arranging transportation for district students to and from school or special events. Incumbent must exercise judgment in handling emergency situations and reporting problems or concerns to the proper authorities. This role will be responsible for developing and implementing innovative and sustainable transportation strategies that conserve costs, reduce climate impact, and carbon intensity, and help AISD be responsible stewards of our environment.

ESSENTIAL FUNCTIONS:

- Assign school bus drivers, monitors, and substitute drivers to particular routes. Assign buses to field trips and auxiliary duties.
- Process route change notices. May need to drive open routes as needed.
- Activate emergency call and "check-out" procedures when necessary. Ensures that all routes are covered and coordinates routing of maintenance requests.
- Receive and answer questions, concerns, and complaints from parents, school administrators, and the general public. Operates two-way radio to receive and exchange information with bus drivers and monitors.

- Maintain daily operation summary for respective area. Receive and distribute mail to shop and operations personnel.
- Correlate information on run sheets for personnel and payroll departments. Similar duties include coordinating attendance records for monitors and drivers and distributing pay checks to base personnel.
- Respond to driver requests for assistance and dispatch tow trucks, emergency services, and additional equipment as needed.
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting to be a responsible steward of our environment and conserve District costs.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position usually involves working in a standard office environment. Regular attendance is required for this position. This position may involve rare exposure to blood or body fluids.

Tools/Equipment Used: Standard office equipment including computer and peripherals; two-way radio; global positioning system (GPS); school bus; safety equipment including but not limited to flares, reflective signs, and fire extinguisher.

Posture: Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; prolonged driving; moderate walking, climbing stairs, grasping/squeezing, wrist flexion/extension, and reaching

Lifting: Limited light lifting and carrying (less than 15 pounds) daily

Environment: Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work early shift; may work irregular and prolonged hours

Mental Demands: Maintain emotional control under stress.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Supervisor of Operations. This position may require contact with several of the following people: co-workers, transportation coordinators, school bus drivers, monitors, school administrators, parents, students, police, the public, and other school personnel. The purpose of contact is to give and receive information, discuss problems, and notify people of changes in schedules or routes. Generally, daily activities are fairly routine, with the exception of emergency situations.

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The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	