

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Dispatcher – Route Analysis/Transportation

QUALIFICATIONS:

- A. High school diploma or equivalent preferred.
- B. Must hold and maintain valid PA Class B Commercial Driver's License ("CDL") with school bus and passenger endorsements or obtain appropriate credentials within six (6) months of hire.
- C. Hold current, valid Red Cross First Aid Course and CPR certification or obtain appropriate certifications within six (6) months of hire and maintain credentials thereafter.
- D. Knowledge of Pennsylvania school bus/van rules and regulations as promulgated by local, state, and Federal authorities.
- E. Knowledge of Berks County geography and working with students with special needs.
- F. Ability to communicate accurately and effectively.
- G. Ability to speak and write both English and Spanish preferred.
- H. Ability to operate any vehicle in the BCIU fleet.
- I. Experience with basic clerical/transportation equipment and functions (computer, calculator, photocopier, filing, telephone, two-way radio, etc.).
- J. Ability to work flexible hours.
- K. Other skills and abilities necessitated and/or listed in position specifications.
- L. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) program. Clearance as a MA provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Supervisor, Transportation of respective assigned program

POSITION GOAL:

Maintain efficient communications and route assignments among the fleet of vehicles operated by the Berks County Intermediate Unit Transportation Program, while also performing relief and/or back-up duties as driver or transportation assistant.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Dispatch personnel and vehicles as prescribed by Supervisor, Transportation.
- B. Serve as receptionist for the Transportation Program offices and assume primary responsibility for two-way radio communications.
- C. Assign students to appropriate vehicles and routes.
- D. Maintain and update student routing and attendance schedules using available technology.
- E. Assist with in-servicing and proper training of personnel.
- F. Verify and record for use by the Transportation Program and the BCIU, in general, calendars, time schedules, closings, late starts, and early dismissals for all schools and students served.

- G. Secure substitute personnel for absent drivers and assistants.
- H. Confirm, arrange, and maintain files on field trips.
- I. Assist the Supervisor – Vehicle Maintenance in scheduling and confirming appointments for the repair and/or service of vehicles.
- J. Verify driver hours and “time off” requests for accuracy.
- K. Verify driving credentials of Transportation Program employees.
- L. Compile and prepare data in reference to contracted services.
- M. Track and document student attendance for state records.
- N. Contribute to Transportation Office team effort by assisting with inter-divisional and other assignments as directed by the Program Administrator, Transportation or designee, including performing, as necessary, relief or back-up duties as driver or transportation assistant, as well as all other duties assigned.

TERM OF EMPLOYMENT:

Non-Exempt, Full Time/Part Time; Ten (10) or Twelve (12) months/year*. Salary established by the Intermediate Unit Board of Directors per the Compensation and Benefits Plan for Technology Support Services staff, SRI TDI.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

*12month dispatchers are scheduled for eight (8) hours during the school year and seven (7) hours during the summer. 10 month dispatchers are scheduled to work 207 days per year, eight (8) hours per day, August through June.

Print Name	
Employee Signature	Date:

Revised: May 9, 2025

CC: Employee File