

# **Carroll Independent School District**

## **Job Description**

JOB TITLE: **Dispatcher/Router**

Pay Grade: 0P4

Supervisor: Director of Transportation

Employment Days: 226 days

Department: Transportation

Wage/Hour Status: Non-exempt

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### **MISSION:**

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

### **JOB SUMMARY:**

This position will dispatch drivers and vehicles for district purposes and create safe and efficient routes for the transportation of students to and from home and to and from the complete range of curricular and extra-curricular activities offered by the District.

### **QUALIFICATIONS:**

- Transfinder routing experience or similar routing software preferred
- Valid Texas Commercial Driver's License (Class B-CDL) with Passenger & School Bus Endorsements
- Maintain acceptable driving record
- Obtain and maintain Texas School Bus Driver Certification
- Ability to pass D.O.T. physical
- Ability to pass drug and alcohol test
- Ability to pass criminal history background
- Obtain and maintain a minimum of "Supervisor" level through course study with the Texas Association for Pupil Transportation
- Proficient use of radio communications
- Effective interpersonal skills
- Excellent oral and written communication skills
- Proficient map reading skills and technology literacy
- High school diploma or equivalent
- Excellent attendance history
- Must be able to learn pay-to-ride bus system

### **MAJOR RESPONSIBILITIES:**

- Maintain a professional level of confidentiality regarding all district matters
- Prepare assignments for bus drivers, bus routes, vehicles and substitutes for morning and afternoon routes
- Maintain and operate routing (Transfinder) and student discipline (Bus Conduct Report) software programs
- Coordinate field trips
- Prepare data required to plan bus routes and post route schedule
- Prepare and update district maps showing areas served by each bus
- Notify drivers, parents and school personnel of any changes in a student's bus service, such as an address change, change in pick-up and drop-off location, and change of time or bus number.
- Communicate with students, parents, staff and community about complaints with drivers, bus

routes and safety

- Prepare various reports as required by the Department, District and/or the State of Texas
- Track bus driver/bus aides absenteeism and tardiness
- Maintain and keep each route current for floating drivers
- Maintain pertinent documentation on all special education students
- Help schools place new students on buses and advise drivers of new or dismissed students
- Assist with special education bus routes and ensure that drivers maintain a route folder with accurate descriptions of their morning and afternoon routes
- Be adaptable and flexible in acceptance of changes in techniques and procedures
- Uphold and adhere to safety rules
- Keep abreast of innovative practices
- Support the goals and objectives of the District and follow District policies
- Substitute as a driver on bus routes, as needed
- Supply route maps to each campus
- Perform other duties as assigned

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; school bus; two-way radio; 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) on a daily basis

**Environment:** Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; regularly work irregular hours, and occasionally work prolonged hours

**Mental Demands:** Maintain emotional control under stress

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THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Executive Director of Human Resources)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Assistant Superintendent of Staff & Student Services)

Date Created: 7/2002	Date Revised: 4/2022
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