

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Transportation Dispatcher/Router and Driver

Qualifications:

1. Must be at least 21 years of age
2. High school diploma or equivalent
3. Must hold or be able to obtain a "Class B" CDL license and a school bus driver permit
4. Must have held a valid driver's license for the past three consecutive years and have a good driving record
5. Must be able to pass the annually required drug and alcohol screenings and physical examination
6. Must attend required course(s) of instruction for school bus drivers
7. Ability to work under time constraints and deadlines
8. Ability to use Microsoft Excel
9. Excellent communication and customer service skills
10. Previous experience as a bus driver (preferred)
11. Previous experience with terminal operations (preferred)
12. Basic knowledge of radio dispatch equipment (preferred)
13. Experience with bus routing software (preferred)

Reports To: Director of Transportation or Assistant Director of Transportation

Supervises: N/A

Objective: Under the supervision of the Director of Transportation, dispatch all buses to ensure on-time performance of service within an assigned geographical area

Performance Responsibilities:

1. DISPATCHER
 - A. Oversees all routing and scheduling of buses
 - B. Dispatches buses and provides timely information to drivers on the streets
 - C. Receives all scheduling and driver complaints and submits them to the Director of Transportation or designee
 - D. Handles athletic/activity/field trip reservations
 - E. Offers solutions to drop-off and pick-up problems, assists with no show or lost child reports to police, and assists in the event of a weather emergency or vehicle breakdown
 - F. Suggests necessary route changes to the Director of Transportation or designee
 - G. Performs other related duties as assigned

2. DRIVER
 - A. Obeys all traffic and safety rules
 - B. Provides safe, timely, and courteous transportation for students
 - C. Maintains student discipline on bus. Mini bus drivers assist Bus Monitors in maintaining student discipline
 - D. Reports all disciplinary problems promptly to the building principal and to the Director of Transportation or designee
 - E. Drives courteously and defensively
 - F. Maintains punctuality and consistency of route running time, with maximum fuel economy
 - G. Ensures the daily cleanliness of the regularly assigned bus on the inside, which includes sweeping the inside and emptying trash can. (If assigned an alternate bus, ensures that the inside is cleaned at the conclusion of the run)
 - H. Fuels the bus to ensure that all assigned runs can be made without interruption
 - I. Completes pre-trip safety log as required
 - J. Monitors the FM radio at all times and responds to all calls in a prompt and courteous manner
 - K. Inspects the bus on a routine basis to ensure safety (daily walk-around)

- L. Reports all accidents involving a bus to the Director of Transportation or designee as soon as communication can be established
- M. Attends and participates in scheduled in-services
- N. Performs other related duties as assigned

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated by the Director of Transportation or his/her designee in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

Status: Created October 2003
Last Revised (with CESP input and consent) June 9, 2015