

Elkhart Community Schools
Position Description

Position Title:	Transportation Dispatcher
Qualifications:	<i>Required:</i> High School diploma or equivalent. Public relations and communications skills, Commercial Driver's License, Knowledge of Commercial Driver's License testing requirements, at least 5 years' experience operating a school bus, knowledge of laws pertaining to transportation of students. Regular and timely attendance.
Department:	Transportation
Reports to:	Director of Transportation
Prepared by:	Jon Chevalier
Approved by:	W. Douglas Thorne
Dae: 8/16/2021	

SUMMARY: Responsible for providing direct support to the Director of Transportation and the assistant supervisor(s) of transportation to provide safe transportation services.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned*):

1. Dispatch two-way radio traffic. Communicate with route drivers and parents as needed. Monitor driver route maps and the updates as needed.
2. Coordinate routes to run on time in a safe and efficient manner.
3. Dispatch and assist with extracurricular bus assignments.
4. Advise the Assistant Supervisor (s) of Transportation of concerns related to safe transportation.
5. Maintain good working relationships with administrators, drivers, parents and patrons.
6. Maintain absolute confidentiality and ethical standards in all school matters.
7. Exhibit a pattern of regular and timely attendance.
8. Perform other duties as requested by the Director or Assistant Supervisor (s).

Terms of employment: Twelve-month employee. Salary and fringe benefits as per board policy.

Evaluation: The Transportation Dispatcher will be evaluated annually by the Director of Transportation.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School diploma or equivalent. Public relations and communications skills, Commercial Driver's License, Knowledge of Commercial Driver's License testing requirements, at least 5 years' experience operating a school bus, knowledge of laws pertaining to transportation of students.

Language Skills: Ability to read and interpret documents such as safety and sanitation rules. Local, State and federal regulations, operation maintenance instruction manuals, procedure and policy manuals. Ability to write routing reports.

Mathematical Skills: Ability to add, subtract, multiply, and divide all units of measure, using whole numbers and decimals. Ability to compute rate, ration, and percent.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Experience working with computers is necessary. Windows training/experience is preferred. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit, stand, walk, use hands to finger, handle, or feel objects; operate computers and other office machines and equipment; reach with arms and hands; talk and hear on the telephone and in other interactions.

The employee must frequently lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. There are no environmental hazards indicated for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee travels daily between facilities through outside weather conditions.

The noise level in the work environment is usually loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.