

Fountain-Ft. Carson School District Eight

Job Description

Job Title:	Transportation Scheduler/Dispatcher	Reports To:	Supervisor, Transportation
Pay Schedule/Range:	Classified	FLSA Status:	Non-exempt
Prepared/Revised Date:	October 12, 2023	Work Year:	12 month

SUMMARY: Facilitate safe, on-time and efficient transportation for the District; activity scheduling; respond to two-way radio and phone calls; respond to concerns and complaints about transportation issues; and assign drivers to cover open routes due to absences and athletic/field trips.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency
1. Compile and maintain all timecard information, to include: Daily hourly punches, all forms of leave time, and monthly reports for payroll.	D
2. Develop and maintain the ongoing activity scheduling for all instructional and extracurricular activities.	D
3. Communicate with parents, district administration and staff as necessary regarding transportation concerns, complaints and issues.	D
4. Ensure that the department adheres to all state laws, statutes, and district policies.	D
5. Prepare and submit various ongoing reports including trip data, billing and records for auditing purposes.	D
6. Assign and dispatch drivers to cover open routes due to absences and athletics/field trips.	D
7. Schedule vehicles to meet approved requests and open routes.	W
8. Maintain, track and submit all invoices for payment for field trips	D
9. Drive route and/or field trips as needed.	Ongoing
10. Create and maintain standard operating procedures, handbooks, processes and procedures.	Ongoing
11. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school.
- Some supervisory experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Commercial driver's license (CDL) B with PS endorsements.
- CPR and First Aid certifications.
- DOT Physical.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Basic accounting and math skills.
- Oral and written communication skills.
- English language skills.
- Interpersonal relations and collaborative skills.
- Ability to communicate, interact, and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to maintain confidentiality in all aspects of the job.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Oral and written communication skills.
- Knowledge of computerized scheduling software and GPS software, preferred.
- Demonstrate emotional stability and ability to overcome stressful situations.

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- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Accurately type 35 words per minute.
- History of consistent attendance and punctuality.
- Dispatching experience preferred.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and ability to drive buses

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Supervisor of Transportation

	POSITION TITLE	# of EMPLOYEES
Direct reports:		

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit; talk; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; or hear. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions or outdoor weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; vibration. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate. Frequently required to copy.