

Fountain-Ft. Carson School District Eight
Job Description

Job Title: **Transportation Clerk/Dispatcher**
Pay Schedule/Grade: **Classified**
Prepared/Revised Date: **December 11, 2023**

Reports To: **Transportation Supervisor**
FLSA Status: **Non-exempt**
Work Year: **12 month**

SUMMARY: Responsible for dispatching bus transportation personnel and vehicles to support route schedules and extra trips. Responsible for completing clerical duties for supervisory team. Assist with answering phones, and radio communication with staff members. Will be required to drive bus routes and trips as needed.

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. The frequency and percentage of time of duties may vary based on building assignment or department.*

Job Tasks Descriptions	Frequency
1. Dispatch personnel and vehicles to support regular route schedules and extra trips.	D
2. Perform clerical duties for the transportation supervisory team.	D
3. Manage student bus pass photos, IDs and scanning software.	D
4. Parent outreach and coordination regarding student bus passes	D
5. Maintain and update department website and digital communications.	D
6. Responsible for greeting guests to the office and directing them appropriately.	D
7. All aspects of customer service to include: answering department telephones, answering questions, and routing calls to appropriate individuals.	D
8. Communicate with staff members via radio and other communication devices.	D
9. Will be required to drive school bus routes and trips as needed.	D
10. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado driver's license.
- Ability to obtain a CDL license with P and S endorsements within three months after hire.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills.
- Accurately type 35 words per minute.
- Proficient in EXCEL and other Microsoft programs.
- Interpersonal skills.
- Basic math skills.
- Organization and time management skills.
- Attention to detail.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with all people, including those 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.
- Demonstrate emotional stability and have a history of consistent attendance and punctuality.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of computers and office software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

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REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Transportation Supervisor

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

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 use hands to finger, handle, or feel and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit; stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must also meet all the standards of a qualified school bus driver.

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, vibration, toxic or caustic chemicals, and outside weather conditions. 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, compute, evaluate, and use interpersonal skills. Frequently required to copy and compile. Occasionally required to instruct, negotiate, and synthesize.