Job Description

Francis Howell School District

Router/Dispatcher

Purpose Statement

The job of Router/Dispatcher is done for the purpose/s of developing and maintaining bus routes for school attendance in accordance with State, Federal and District guidelines; and maintaining accurate, efficient and safe routes in conjunction with drivers and other transportation staff.

Essential Functions

- Assists drivers with questions about specific routes (e.g. clock-in and out times, daily tools, keys, clip board, eye contact, dress code, etc.) for the purpose of providing support with the information/clarity needed.
- Assists drivers with questions about specific routes (e.g. clock-in/clock-out time, daily tools, keys, clip board, eye contact, dress code, etc.) for the purpose of providing support with the information/clarity needed.
- Assists in filling other department roles as needed (e.g. driving routes, serving as a bus monitor, etc.) for the purpose of in cases of emergency.
- Checks routing software, infinite campus for new students to get routed for the purpose of sending new student-record to BIS and ensuring information is accurate.
- Communicates verbally and in written form with a variety of parties (e.g. administrators, staff, parents, community members, etc.) for the purpose of addressing concerns and sharing information.
- Generates and schedules bus routes for the purpose of meeting state recommended guidelines in compliance with district building tiers.
- Monitors assigned and actual number of drivers on each bus for the purpose of addressing over-crowding conditions when needed.
- Monitors the electronic time keeping system for the purpose of verifying daily dispatch log for absent and route coverage.
- Monitors various data points (e.g. time clock, field trip planning, departure and arrival times of routes, etc.) for the purpose of verifying daily dispatch log, and ensuring drivers and monitors are clocking in and out correctly.
- Prepares a wide variety of documentation and materials (e.g. driver and monitor assignments, etc.) for the purpose of providing written support and/or conveying information with staff and/or school administrators.
- Prepares routing information for Board of Education report twice a year for the purpose of redirecting routes as needed to ensure student safety.
- Reviews and adjusts routes based on parent requests and/or hazardous conditions for the purpose of redirecting routes as needed to ensure student safety.
- Reviews school district boundaries for student transportation for the purpose of importing accurate student data into routing software.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to

define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; pertinent codes, policies, regulations and/or laws; and county streets and locations.

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety rules and practices; operating equipment used in transporting students i.e. large & small buses, vans, etc.; and preparing and maintaining accurate records.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; providing leadership; and maintaining a positive attitude.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, 25% standing. The job is performed under some temperature extremes.

Experience:	Job related experience with increasing levels of responsibility is required.
Education:	High School diploma or equivalent.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ./Training

None Specified

Clearances

None Specified

FLSA Status

Non Exempt

Approval Date

Pay Grade

Support Staff 21

Revised Date