



Greater Albany Public Schools

Dispatch Router

Salary Level: See current CBA
Reports to: Transportation Supervisor
Work Calendar: 12 month

Classification: Classified
Location: Varies
Shift: Varies

Position Overview: Provide dispatch for school bus routes on a daily basis. These routes include A.M., mid-day and P.M. Kindergarten routes, Special Education student routes, and the assignment and dispatch of drivers to all extra trips.

Essential Duties and Responsibilities include the following, other duties may be assigned:

- Maintain records of daily route times and absences and manage daily changes in routes due to trips, illness and driver shortages in accordance with established union rules.
- Communicate with families about stops, special pick-up instructions and absences.
- Assist in preparing school attendance boundaries utilizing computer assisted routing software.
- Develop and schedule all bus routes using routing software or manually (special needs).
- Update routes using routing software or manually.
- Communicate with drivers of route changes.
- Working knowledge of two-way radio equipment and dispatching devices.
- Ability to read and interpret maps
- Follow appropriate dispatching policies and practices.
- Adhere to relevant laws, regulations, guidelines and District standards, policies and procedures related to transportation.
- Thorough knowledge of geographic region, school locations, and transporting equipment.
- Efficiently use routing computer systems
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to become licensed to drive a school bus or other district vehicle safely and efficiently, as required.
- Ability to handle problems and stressful situations tactfully and apply pro-active problem solving.
- Ability to deal with confidential matters in a professional manner.
- Work independently and in a team situation.
- Ability to prioritize and multi-task often working under pressure of deadlines and frequent interruptions.
- Must possess and maintain a Class B CDL license and ODE School Bus Driver Certification.
- Successful completion of training in First Aid
- A good driving record.
- High School Diploma, GED, or an equivalent combination of education, skills, and experience.

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. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel or crouch. The employee may occasionally lift and/or move up to 25 pounds.

Job Safety:

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or your safety committee.

Revised 10/15/25

- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

CANDIDATE STATEMENT: "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

Candidate Signature

Date