



TRANSPORTATION DISPATCHER

Rev. July 2025

Job No.: 7704

Reports to: Dispatch Lead

Dept./Campus: Transportation

FLSA Status: Non-exempt

Pay Grade: 707

Term: 232 Days

PRIMARY PURPOSE:

To coordinate the daily transportation of students to and from school.

MAJOR RESPONSIBILITIES AND DUTIES

- Assists Lead in assigning alternate drivers to cover routes for absent drivers.
- Assists Lead in reassigning buses for maintenance and breakdowns.
- Assists Lead in assigning mid-day routes.
- Report traffic hazards.
- Notify campuses with route changes.
- Provide appropriate responses to parent complaints.
- Monitor and appropriate responses to all bus radio calls.
- Receive and direct telephone calls.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Valid Texas Class "B" Commercial Driver's License with Passenger & School Bus endorsements required.
- Driving record must meet State point requirements.
- Driving record must meet district standards for driving district vehicles.
- TAPT Specialist certification preferred.
- Experience in dispatch, office management or transportation system coordination preferred.

Knowledge, Skills and Abilities

- Knowledge of the roads; subdivisions; campuses; individual school programs; the preparation of specific regular state and federal reports; and safety regulations and practices.
- Skill in communication; problem solving; and basic computer use.
- Ability to organize and prioritize own work schedule on short-term basis; and make decisions which have moderate impact on immediate work unit.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose basic reports and/or to orally communicate technical information.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.