



TITLE:	Dispatcher	STATUS:	Non -Exempt (At-Will)
REPORTS TO:	Assistant Director of Transportation	TERMS:	223 Days
DEPARTMENT:	Transportation Services	PAY GRADE:	Steps per Compensation Plan

PRIMARY PURPOSE:

Communicate effectively with transportation, school district, and community members through use of multi-line telephone, face-to-face, and two-way radios.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Appropriate clear and valid commercial driver's license with Passenger (P) and School Bus (S) endorsements

T.A.P.T. Transportation Supervisor Certification preferred

Special Knowledge/Skills:

Proficient computer skills in Microsoft Applications and applicable transportation software

Excellent organizational, communication, team, multitasking, and interpersonal skills

Effective telephone skills

Experience:

Three (3) years' experience as a certified bus driver required

2 years previous dispatch experience preferred

Bilingual – Spanish preferred

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent sitting, walking, bending, kneeling, pushing and pulling; moderate lifting and carrying up to 100 lbs. Work outside and inside with moderate exposure to extreme temperatures and vehicle fumes; work around vehicles and machinery with moving parts. Ability to egress from bus and supervise student evacuation from bus in a timely manner during emergency situations. Ability to drive all types of school buses. Occasional prolonged and irregular hours, frequent district wide travel and occasional out of district travel. Rotating early and late shift work. Must be available for nights and weekends as needed

Essential Functions:

1. Communicate effectively with transportation staff, parents, students and school district staff members
2. Use transportation software to communicate with staff and community members
3. Notify drivers, parents and school personnel of any changes in a student's bus service, such as an address change, change in pick-up and drop-off location, change in time of bus change
4. Answer phones and transfer callers to appropriate staff member. Utilize transportation management software
5. Serve as substitute bus driver when needed.
6. Prepare various reports as required by the state, district or department.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.



To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date