

Transportation Dispatcher

Purpose Statement:

This position is done for the purpose of coordinating assignments on regularly scheduled routes, special events and field trips; to ensure the overall coverage of the transportation operations; and communicating with parents, drivers, and school personnel to ensure rules, regulations and scheduling demands are met in compliance with all state and district requirements.

Essential Functions

- **Operates and communicates** face to face and via two-way radio, bus stop information, route data directions, or other pertinent information to district mobile personnel.
- **Coordinates** the assignment of bus drivers and equipment to ensure optimum use of resources.
- **Provides information** concerning bus routes, stops, schedules, and late arrival and departures.
- **Communicates** with parents, drivers, and school personnel to address and resolve student conduct and transportation issues.
- **Coordinates** bus repairs with mechanics to help ensure buses are well maintained and available when needed.
- **Dispatches** bus drivers for meeting regular and extra-curricular scheduling demands.
- **Calls 911** for police or medical assistance as required. Arranges for emergency transportation in the event of an accident or breakdown. Communicates with mechanics concerning equipment damage or breakdown.
- **Provides** input and instruction to substitute drivers and bus paraeducators.
- **Manages** student management data (spreadsheet, bus videos, emails, phone calls, etc.)
- **Supports** Transportation Supervisors with supervision of bus drivers for the purpose of ensuring compliance with District, State and Federal requirements.
- **Works** with the Transportation Leadership Team to assess drivers' continued compliance with daily requirements and to identify drivers that need refresher training to maintain operational skills and knowledge.
- **Serves** as backup bus driver during shortage of regular and substitute bus drivers.

Other Functions

- **Performs** other duties as required.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements – Minimum Qualifications:**Skills, Knowledge and/or Abilities Required:**

Skills to operate school buses and vans in a safe manner; communicate effectively and respectfully; evaluate schedules and meet deadlines; proficiently use a computer, two-way radios, telephone; read and use routing and mapping software; working knowledge of Microsoft Office applications (Excel, Word, etc.) and other office equipment.

Knowledge of vehicle operation, basic maintenance requirements and driving codes, training requirements and state and district pupil transportation policies.

Ability to sit for prolonged periods; understand and carry out oral and written instructions; work independently; make common sense decisions in potentially critical situations. Significant physical abilities include sitting, standing, climbing, pushing, pulling, reaching, handling, talking, listening, and other sounds, near and far visual acuity, depth perception, visual accommodation, field of vision, peripheral vision.

Education Required

High School diploma or equivalent.

Experience Required

Prior related experience as a bus driver, dispatcher and router is highly preferred. Possesses a working knowledge of bus routing software is strongly desired. Excellent customer service skills and experience in interacting with a diversity of customers and customer needs.

Required Testing

Successful completion of required tests

Certificates & Licenses

Valid Commercial Driver's License
Valid Washington Class B Driver's License and evidence of insurability
School Bus Driver's Certificate

Continuing Educ./Training

First Aid and CPR Certificate.

Clearances

Criminal Justice
Fingerprint/Background Clearance
Drug Testing Clearance