

Transportation Dispatcher

Job Descriptions

Summary: The Dispatcher/School bus Driver is responsible for assisting with the operation and coordination of the bus fleet and other school district vehicles equipment and student transportation services; establishing and maintaining positive, effective working relationships with transportation employees, school staff, parents and the community. The position develops and maintains district bus routes and schedules field/sports trips while coordinating and assigning drivers and buses for student transportation. Plans, directs, coordinates and oversees all functions pertaining to the operation and maintenance of the district transportation department including personnel, equipment and facilities. Responsibilities also include contacting drivers by tele/cell phone and communicating with parents, drivers and administration regarding transportation routing and student conduct. This position may include, but not be limited to the following performance responsibilities, qualifications, knowledge, skills and abilities. Driving a school bus in needed situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE TRANSPORTATION - DISPATCHER/SCHOOL BUS DRIVER INCLUDE THE FOLLOWING. Other duties may be assigned:

Responsibilities:

Dispatches all regular education and special/extra services buses

Directs the work day for bus drivers

Ensures all route assignments are implemented as scheduled

Posts Field Trips and EC Trips; assigns drivers and substitute drivers to cover assignments

Informs all drivers of special requirements, road conditions, routing and all extraordinary conditions

Prepares all trip sheets, maps and other vital driver information related to extra trips

Ensures that all transportation routes and trips are covered each day; posts new routes for drivers to bid on as they become available

Prepares and distributes routing information such as master schedules, driver information, maps, student ridership lists and other items as requested

Assigns properly equipped buses based on the number of students to be transported and their special needs; coordinates and assigns drivers for extra trips such as field trips and athletic trips
Coordinates field trips, including receiving and posting trips, assigning drivers and buses to trips and maintaining trip board Substitute Drivers

Assigns substitute drivers to cover regular/EC/Trip routes, when needed. Make certain their time sheets are filled in properly and in a timely manner.

Directs substitute drivers on routing, schedules and other factors necessary to perform efficiently

Calls and assigns substitute bus drivers to routes and trips to fill in for regular drivers as needed. Provides route information and instruction to substitute drivers.

Route Planning:

Assists in route planning, route sheet updating, assignment of routes and driver and bus assignments

Assists the coordination of bus routes and schedules

Provides for the keeping of logs and records required for state support

Maintains records and prepares reports which provide information as to the effectiveness of operations

Assists in the preparation of the annual State Transportation Ridership Reports and other state reports, as necessary

Assists in developing and implementing regular education routing, schedules, assignments and changes

Reads and interprets maps to provide directions, information and documentation for drivers, district staff, parents and the public

Composes and/or prepares various documents and reports (e.g. bus stop locations, field trip information, substitute driver route lists and maps, substitute workloads, absence and substitute records, early dismissal schedules, school route maps, correspondence, fliers, employee time cards, bus logs, etc.)

Communication:

Acts as the contact person for all district personnel requesting transportation

Advises building officials of route changes, bus changes, late arrivals, departures, etc.

Confers with the Transportation Supervisor and other officials in adapting transportation schedules to school needs

Notifies administration immediately of all accidents and completes paperwork in a timely manner

Dispatches messages to appropriate staff and others; responds to inquiries from district staff and the public to provide information, directions, and/or clarification

Communicates orally and in writing with drivers concerning various matters, including routes, trips, special requirements, road conditions, maps, parking, etc.

Communicates orally and in writing with building employees and community members concerning various matters, including routes, trips, stops, changes, early releases, late arrivals, delays, etc.

Emergency:

Accepts bus trouble calls, coordinates replacement buses, drivers, etc. with Transportation Supervisor, as needed

Calls for police or medical assistance as needed and arranges for emergency transportation in the event of an accident or breakdown; communicates with the Transportation Supervisor and mechanic(s) concerning equipment damage or breakdown

Discipline:

Works with the administration to handle difficult disciplinary problems

Assists the administration with various functions including parent-student communications regarding student discipline and route issues

Follows all district policies and collective bargaining agreements

QUALIFICATION:

1. High School diploma or equivalent (GED)
2. Minimum of two (2) years experience driving buses
3. Valid Ohio State driver's license with Commercial Driver's License Class B endorsement with School bus and passenger endorsement.

Will provide paid training

4. Ability to schedule and organize work assignments to assure timely and effective completion
5. Demonstrated ability to prioritize work on multiple tasks simultaneously and work effectively and calmly under rapidly changing, demanding and high stress circumstances
6. Ability to communicate effectively:
 - a. In person with coworkers and the public to present a professional positive image of the department and District
 - b. By telephone with parents, administrators, secretaries and coordinators;
 - c. Via cell phone with bus drivers to give, receive and relay messages, pupil problems and mechanical problems; and
 - d. To provide accurate information to supervisors, drivers, mechanic(s), school officials and the public
7. Ability to route vehicles and accurately read and interpret complex school district, road and state highway maps; and
 - b. Accurately estimate travel times and distances between two points
8. Ability to work cooperatively and collaboratively in a team environment
9. Knowledge and experience working with computers and computer programs (included but not limited to- Word, Excel, Publisher, ZONER and email)
10. Ability to work independently with minimal supervision
11. Ability to make independent judgments in accordance within school/program procedures and policies
12. General familiarity with fleet maintenance scheduling
13. Such alternatives to the above qualifications as the CEO/Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

1. Sitting at a desk for long periods of time;
2. Frequently walking throughout the transportation office and bus garage;
3. Lifting and carrying a maximum of 20 pounds; may occasionally be required to lift and carry or restrain a student when discipline problems occur;
4. Twisting, stooping and crouching occasionally while sitting at a desk to access documents and equipment;
5. Frequent use of hands while working on a computer keyboard, using a computer mouse and while writing.