

TRANSPORTATION DISPATCHER

JD LOCATOR: 4.06.3

Adopted: 7/04

Revised: 8/11

REPORTS TO:	Director of Transportation
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff.

JOB SUMMARY

To provide dispatching services which effectively support the student transportation program enabling students to enjoy the district's curriculum and extracurricular programs.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Performs a variety of dispatching and clerical duties in support of student transportation functions; opens transportation building; checks answering machine daily; gets keys, pre-trip forms, and activity trip sheets from overnight bag; coordinates flow of communications between personnel to assure proper and timely transportation of students; ensures all bus routes, activity trips, and shuttles are covered with buses and drivers/aides; dispatches drivers according to student transportation needs.
2. Utilizes a telephone and two-way radio to receive routing and transportation requests and information and provide assistance to bus drivers, school personnel, and parents; assists bus drivers with directions and routing, scheduling, equipment issues, and information related to special education students.
3. Dispatches emergency equipment to breakdown or accident locations.
4. Processes and distributes activity trip sheets.
5. Observes and maintains current knowledge of safety rules and procedures.
6. Drives a school bus to cover routes and special events as needed.
7. Closes and secures the transportation department at the end of each workday.
8. Other duties as assigned by the Transportation Director.

SUPERVISORY RESPONSIBILITIES

Supervises up to 77 students per bus

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Must be a minimum of 21 years of age.
3. Hold valid Missouri Commercial Driver's License with Passenger and School Bus endorsements.
4. Missouri Certified School Bus Driver Trainer Instructor

5. Meet the standards of the district physical exam requirements.
6. Personality and communication skills to establish good rapport with students, parents, teachers, and bus personnel.
7. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
8. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence consistent with the duties of this position.
3. Ability to speak clearly and effectively over a radio communication system, before groups of students and sponsors, and before groups of customers or employees of the organization.
4. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
5. Ability to read, analyze, and interpret information.
6. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
7. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and in a fast-paced, high pressure environment.
2. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
3. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and upgrade job skills in order to meet changing demands of the position.
5. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
6. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
7. Ability to work independently with minimum supervision.
8. Ability to use independent judgment and demonstrates initiative to act without being asked.

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.*

Ability to operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. Continual sitting, reaching, and repetitive hand and arm motions. While performing the duties of this job, the employee is required to talk and hear; stand; use hands to finger, handle, or feel; and reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing and pulling. Moderate lifting and/or carrying up to 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to outside weather conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. Frequent interaction among unruly children. Occasional exposure to blood, bodily fluids and tissue. Occasional evening/weekend/summer work. Occasional driving during the hours of darkness. The noise level in the work environment is usually moderate to loud.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature

Date

Supervisor's Signature

Date