



EMPLOYEE NAME: _____

Revised: 8/95; 5/95; 9/96; 12/11; 10/12; 11/13; 6/18; 7/22; 11/23

JOB DESCRIPTION

POSITION TITLE: Dispatcher, Transportation	JOB CODE: 464D
DIVISION: Operational Support	SALARY SCHEDULE: Transportation
DEPARTMENT: Transportation	WORKDAYS: 188
REPORTS TO: Director, Transportation	PAY GRADE: Dispatcher (NE06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Under direction of the Area Supervisor, assists in routing, scheduling, and assigning bus driver personnel; answers questions and records actions; responds to emergency telephone requests as appropriate, referring to appropriate supervisor as needed; operates the push-to-talk communication device; maintains computerized records and files related to transportation operations	
REVISION DATE(S): 11/23	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE
2.	Certification/License Required: Valid Commercial Driver’s License with P & S endorsements
3.	Experience: 2 years in pupil transportation, general office or dispatch experience preferred
4.	Physical Activities: Required to stand and sit for prolonged periods; may be confined to workstation during peak periods daily; exposed to high noise levels from the push-to-talk and telephones
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to multi-task in a fast-paced work environment, meet deadlines; people oriented; computer skills including experience with MS Office; ability to learn/use computerized routing and GPS software

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance; work hours are a split shift and may vary during the school year.
2.	Dispatches buses to appropriate routes in cases of absence, break downs, accidents, etc.
3.	Maintains records of assigned drivers’ absenteeism
4.	Maintains records for all phone calls and problems with bus routes.
5.	Communicates bus changes to schools.
6.	Responsible for utilizing the GPS software and sending push notifications to the parent app.
7.	Responds to public in a cordial, courteous manner; answer telephones; relay messages.
8.	Works under limited supervision using standardized operations practices and/or methods.
9.	Dispatches orders; relays messages and special instructions to drivers/monitors.
10.	Coordinates calls to appropriate personnel and notifies appropriate personnel during accidents and/or emergencies.
11.	Attends Safety and Training meetings as requested.
12.	Functions as a school bus driver as needed.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____