



TRANSPORTATION DISPATCHER

BRIEF DESCRIPTION OF POSITION:

Under the general supervision of the Transportation Supervisor, performs duties related to the dispatching of drivers and vehicles to be used in transportation of pupils. The incumbent is responsible for ensuring that all school district buses are staffed with drivers following established routes and prepared time schedules.

STATEMENT OF TYPICAL DUTIES:

- a. Dispatches all School Bus Drivers to a proper vehicle for their assigned route. E
- b. Reviews the proper route with Bus Drivers. E
- c. Stays in communication with all Bus Drivers by means of two-way radio equipment. E
- d. Informs maintenance staff of breakdowns and other mechanical problems. E
- e. Accepts and verifies orders for and schedules field trips and other school activities. E
- f. Informs new drivers of department rules and regulations. E
- g. Reviews drivers' daily trip sheets for various information, such as overload, time discrepancies, student accidents and general notes from drivers. E
- h. Make sure accident reports are completed. E
- i. Documents and posts monthly overtime list. E
- j. Operates a school bus to transport students. E
- k. Check vehicles for cleanliness; completes daily report on vehicle inspection. E
- l. Coordinates and dispatches district motor pool vehicles. E

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Transportation procedures and the operation and maintenance of school buses.
- Driving safety practices and traffic law and regulations pertaining to school bus operation.
- The geography of the district.
- District operational procedures.
- Two-way radio equipment.

Ability to:

- Operate a school bus.
- Understand and follow simple oral and written instructions.
- Get along well with children and command their respect.
- Mechanical aptitude.
- Good judgment.
- Physical condition commensurate with the demands of the position.

REQUIREMENTS: WORK YEAR:

Classified Employee Work Year

SALARY:

Classified Employee Salary Schedule

MINIMUM QUALIFICATIONS:

Medical (employee contribution), 100% dental, vision and Life insurance.

LICENSES &

Must maintain a Class B Commercial Driver's license.

OTHER REQUIREMENTS:

and special Certificate for the duration of employment.