



Job Title:	Dispatcher for Transportation	Wage/Hour Status:	Nonexempt
Reports to:	Director of Transportation	Pay Grade:	Auxiliary 5
Dept./School:	Transportation	Date Revised:	11/11/2016

Primary Purpose:

Manage the daily operation of the Dispatch Office (schedules of bus drivers, routes, and vehicles) to ensure safe, efficient, and economical transportation services. Respond to telephone and two-way radio information to make on-the-spot adjustments.

Qualifications:

Education/Certification:

High school diploma or GED
Valid Texas commercial driver's license (Class B), with passenger endorsement
Current School Bus Driver's Certification
Substance Abuse Training

Special Knowledge/Skills:

Special Needs In Service Training
Valid Crisis Intervention training
Valid CPR training
Able to speak Spanish fluently (preferred)
Effective telephone and communication skills
Ability to receive and give verbal instructions effectively
Ability to pass alcohol and drug test
Proficient map reading skills
Have general knowledge of the area

Experience:

Minimum of five years experience as certified school bus driver, preferred

Major Responsibilities and Duties:

Routes and Schedules:

1. Make decisions affecting the assignments of substitute drivers, bus route changes, and vehicle substitutes for each morning and afternoon shift.
2. Evaluate information received and make temporary adjustments to student bus assignments and/or re-routing of buses to avoid congested traffic areas or to solve student delivery problems (overcrowding, discipline or timing).
3. Coordinate the response effort in the event of a breakdown or accident.
4. Make routes and assign buses for all mid-day and shuttle runs.
5. Keep accurate records regarding all Spk and Pre-k runs (Roster, ard forms etc.)

6. Post each approved bus route to the District-wide route map to ensure that the written route description is functional. Prepare and update maps showing areas served by each bus. Assist in supplying maps to schools.
7. Assists in the routing of summer school buses.
8. Must be able to counsel when needed all Pre-K and Spk drivers including all sub drivers.

Communication:

9. Dispatch drivers and vehicles and communicate with them using a two-way radio.
10. In the event of temporary situations, notify drivers, parents, and/or school personnel of any changes in a student's bus service, such as an address change, change in pick-up and drop-off location or change in time, whether Special Needs or Regular Education.
11. Maintain good public relations with students, parents and school personnel.
12. Communicate with students, parents, staff, and community about their complaints with drivers, buses, routes and safety.
13. Communicate with drivers about problems or concerns they have with parents, students, teachers, and co-workers.
14. Help school place new students on buses and advise drivers of new or dismissed students.
15. Interpret both written and verbal communications (bi-lingual Spanish/English preferred).
16. Interpret Special Needs ARD information and EDULOG transportation information as requested by drivers.

Vehicle Operations:

17. Serve as substitute bus driver.
18. Have a general knowledge and operation of wheelchair lift.

Reports and Records:

19. Maintain mileage records on all bus routes and travel.
20. Student rider count records.
21. Assist with State report on student rider count.
22. Maintain log book and record of head count to facilitate writing, copying and distribution of change notices to transportation personnel and schools.
23. Maintain pertinent documentation on all special education students.
24. Maintain log of all calls and actions.
25. Maintain file of Student Rider Contracts.
26. Report absences and substitutions to payroll clerk.
27. Prepare various reports as required by the state, district, or department.

Supervisory Responsibilities:

Supervise assistant dispatchers and substitute drivers.

Equipment Used:

Telephone; two-way radio, video player, fax machine, calculator; computer and occasionally a school bus

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Office work; moderate walking standing, climbing, carrying, stooping and sitting. Exposed to outside temperatures and chemicals, exhaust fumes, fuels, and humidity. Repetitive hand motions.

