

**Central Valley School District
Job Description #213**

TITLE Transportation Dispatcher

GENERAL SUMMARY

This position coordinates the transportation of students to and from school and related school district sponsored activities. S/He performs school bus dispatch and control activities. S/He will be responsible for smooth and efficient routing operation and assignments for the Transportation Department.

ESSENTIAL JOB FUNCTIONS

1. Schedules and dispatches buses and district vehicles to appropriate routes.
2. Develop, prepare and maintain all routes using computerized routing program.
3. Prepare and maintain all route maps to include master copies, school copies and driver copies using computerized routing program. Also must be able to make maps by hand.
4. Update routing program in order to keep all student and route information current.
5. Respond to the public in a cordial, courteous manner; answer telephones; relay messages.
6. Prepare state and transportation reports including annual state Ridership Report as required.
7. Prepare transportation information for Board as required.
8. Assigns extra trips to drivers with rotation and sub list as needed.
9. Secure substitute drivers and bus assistants as needed to cover routes in absence of regular drivers. Instruct sub drivers on routing, schedules and other factors necessary to perform efficiently.
10. Assist in record keeping and verification of absences, extracurricular activity and field trip runs for payroll as needed
11. Assist with ongoing checks to ensure all routes and assignments are serviced as scheduled.
12. Accept bus trouble calls, assist in coordinating mechanics, replacement buses, and drivers to meet the need.
13. Advise building personnel of route changes, bus changes, late arrivals, departures, etc.
14. Assist in assignment of routes, buses and drivers.
15. Respond to requests for information concerning routes, stops, schedules, loads, district policy, rules and regulations, and other facts which may be appropriate.
16. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
17. Perform related duties as required.

OTHER FUNCTIONS

Create and distribute to schools/departments/drivers- conference, early outs, and last day schedules.

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Transportation

MENTAL DEMANDS

Must be able to multi-task, meet deadlines, and be people oriented. Fast paced work environment including frequent interruptions.

PHYSICAL DEMANDS

Required to stand and sit for prolonged periods; may be confined to work station during peak periods daily; exposed to high noise levels from two-way radio and telephones.

QUALIFICATIONS:

1. Possess high school diploma or equivalent.
2. Proficiency in the use of current computerized routing software.
3. Experience as route planner or dispatcher of district with 50 or more buses.
4. Knowledge and proficiency in preparation of State Ridership Report.
5. Two years experience in public or pupil transportation.
6. Knowledge of pupil transportation rules and regulations.
7. Ability to maintain confidentiality.
8. Knowledge of computer routing software.
9. Requires a valid Washington State School Bus Drivers Authorization within 6 months of hire.
10. Requires a valid Commercial Driver's License (CDL) with appropriate endorsements within 6 months of hire.
11. Knowledge of office machines including, but not limited to, computer, copier, scanner, fax, zip drive, and multi-function telephone system.
12. Proficiency in the use of Microsoft Office Program, and district network program usage.
13. Excellent organizational and communication skills, including ability to communicate and work effectively with building and department personnel.
14. Ability to work well independently and under pressure and to make independent decisions.
15. Ability to read road and street maps and maintain accurate records.
16. Excellent public relations and telephone skills.

UNIT AFFILIATION

Transportation

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 9/95
Revised 05/03
Revised 06/04
Revised 12/13
Revised 04/17
Revised 03/18