

DISPATCHER /TRANSPORTATION DRIVER

REPORTS TO: Transportation Supervisor or her/his designee

DISPATCHER QUALIFICATIONS:

- Ability to attain a Commercial Driver License with B vehicle designation, passenger endorsement and air brakes.
- Ability to meet and maintain all requirements for school bus driver certification.
- Familiarity with (School District's) streets and addresses.
- Minimum of 5 years experience in school transportation.
- Excellent leadership and interpersonal communications skills.
- Must have the ability to establish and maintain effective relationships with staff, and administrators.
- Ability to deal with students, parents and the public in a courteous and tactful manner.
- Must have excellent organizational skills and dedicated to detail.
- Ability to cope in a positive manner with conflict.
- Ability to function in a positive manner in stressful situations with severe time constraints.
- Must be able to work well independently.
- Must be willing to work a flexible work schedule.
- Ability to learn new tasks and skills.
- Dedicated to detail.
- Proficient in district routing software.
- Excellent computer and keyboarding skills.

TRANSPORTATION DRIVER QUALIFICATIONS:

- Must meet health requirements of laws.
- Must be a United States Citizen.
- Must be able to read at a sixth grade level.
- Must possess a valid Michigan driver's license.
- Must have or be able to obtain a B, P, and S endorsement and a CDL.
- Must have or must attend School Bus Driver Certification Classes.
- Meet local or state standards for driver record check.
- Must meet State Requirements of a Bus Driver.

DISPATCHER DUTIES AND RESPONSIBILITIES:

- Receive absentee calls in office during workday.
- Schedule drivers, bus aides and substitute driver to routes.
- Acquaint transportation staff with routes when necessary.
- Schedule transportation for various school calendars, deviations in programs (in-district, out-district, half days).
- Answer phones in the transportation department.
- Assist Supervisors with communicating with parents, staff, and school personnel.
- Provide timely and appropriate response to parental inquiries.
- Monitor and respond to all bus radio calls.
- Assist Supervisors with day-to-day operation.
- Assist with field trips and special assignments.
- Assist with developing, monitoring, and modifying, if necessary, bus routes to maintain the most efficient and effective Transportation Department.

- Collect and prepare data for the computerized routing program and attend training as requested.
- Assist the Supervisor with ensuring that all stops meet the “bus stop criteria” set forth in Public Act 187.
- Drive routes for timing prior to bid meeting in (Month).
- Drive a school bus when absolutely necessary.
- Perform other duties as assigned by the Supervisors.

TRANSPORTATION DUTIES AND RESPONSIBILITIES:

- Conduct pre-trip inspection of school bus prior to every trip and route as prescribed.
- Only use established routes and designated bus stops.
- Operate bus/District vehicle on approved time schedule.
- Obey all traffic laws, regulations and procedures.
- Observe all mandatory safety and radio check regulations.
- Maintain discipline when students are on bus.
- Report bus accidents and pupil injuries to authorities and complete required reports.
- Conduct emergency evacuation drills in keeping with school policies and laws.
- Instruct riders regarding being responsible passengers.
- Report undisciplined students to the proper authority.