

Job Title:	Dispatcher	Wage/Hour Status:	Nonexempt
Reports to:	Director of Transportation	Pay Grade:	(207 Day)
Dept./School:	Transportation	Date Revised:	December 9, 2008

Primary Purpose:

Dispatch drivers and vehicles and communicate with them using a telephone and two-way radio. Coordinate assignments and schedules of bus drivers, routes, and vehicles to ensure safe, efficient, and economical transportation services.

Qualifications:

Education/Certification:

High school diploma or GED
Valid Texas commercial driver's license

Special Knowledge/Skills:

Effective telephone and communication skills
Ability to receive and give verbal instructions effectively
Ability to pass alcohol and drug test
Proficient map reading skills

Experience:

5 years experience as certified school bus driver

Major Responsibilities and Duties:

Routes and Schedule

1. Assist or handle assignments of bus drivers, bus routes, vehicles, and substitutes for morning and afternoon shifts.
2. Assist with or coordinate extracurricular transportation services.

Communication

3. Dispatch drivers and vehicles and communicate with them using a telephone and two-way radio.
4. Notify drivers, parents, and school personnel of any changes in a student's bus service, such as an address change, change in pick-up and drop-off location, change in time or bus change.
5. Maintain good public relations with students and school personnel.
6. Communicate with students, parents, staff, and community about their complaints with drivers, buses, routes, and safety.

7. Communicate with drivers about problems or concerns they have with parents, student, teachers, and coworkers.
8. Interact with special program administrators and school officials concerning transportation of special education students.
9. Assist parents, new students and community with bus route information and advise drivers of new or dismissed students.

Vehicle Operation

10. Serve as substitute bus driver.

Reports/Records

11. Maintain mileage records on all bus routes and travel.
12. Maintain log book and record of head count to facilitate writing, copying, and distribution of change notices to transportation personnel and schools.
13. Keep a log book and record all special education two-way radio transmissions.
14. Maintain logs on communication with pertinent personnel regarding confirmations, cancellations, and changes.

Supervisory Responsibilities:

None

Equipment Used:

Radio communication equipment, computer, and telephone.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions
Clear speech; ability to drive school bus; repetitive hand motions; early shift work.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ **Date** _____

Reviewed by _____ **Date** _____