

# Cypress-Fairbanks Independent School District

## Dispatcher - Transportation (2261)

### JOB POSTING

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#### **Job Details**

Posting ID  
Title  
Description

2261

**Dispatcher - Transportation**

#### **QUALIFICATIONS:**

1. Must have a clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements.
2. Must be at least 18 years of age.
3. Ability to work under pressure and prioritize effectively while maintaining composure and responding in an appropriate manner.
4. Effective and professional telephone, radio, and communication skills.
5. Ability to give and receive both written and verbal instructions effectively and professionally.
6. Ability to read and understand documents including state/federal laws, district policy, and department procedures.
7. Ability to pass alcohol and drug tests, and annual physical.
8. Proficient map reading skills.
9. Proficient skills in operating a personal computer, including Microsoft Office applications.
10. Minimum of three (3) years' experience as a certified school bus driver.

#### **TERMS OF EMPLOYMENT:**

230 days

#### **SALARY/PAYGRADE:**

\$16.54/HS7

Salary (based on verifiable job-related experience) as set by the Board of Trustees for the school year 2017-2018

#### **ESSENTIAL FUNCTIONS:**

1. Open building and prepare for the daily operations (opening shift).
2. Receive and record driver and attendant absence calls.
3. Assign substitute drivers and attendants to route and position vacancies.
4. Answer, record, and properly route internal and external telephone calls.
5. Monitor and respond to two-way radio/Zonar communications; assist off-route/lost drivers using Zonar and mapping software.
6. Monitor, record, and respond appropriately to emergency calls and situations.
7. Conduct field trip selection process; post, and/or assign emergency trips as needed; Coordinate with field trip data management specialist as needed.
8. Coordinate/communicate with sponsors, drivers, and attendants all necessary field trip information as needed prior to field trip date; Email sponsors per procedures.
9. Record, copy, file, and distribute route information, instructions, bulletins, notices, memos, and messages to staff and drivers.
10. Responsible for weekend on-call of all field trip drivers, coaches, caravans, rental fleet. Also, weekend communication with trip sponsor, shop technician and CFPD as necessary.
11. Maintain all required physical and computerized logs, worksheets, files, and reports related to dispatch operations.
12. Organize keyboards and mailboxes for department hourly employees.
13. Assist administrators with inclement weather/school closure procedures and communications as needed.
14. Perform bus driving duties as required.
15. Perform other duties as assigned by the Area Director.

#### **WORKING CONDITIONS:**

##### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Clear speech. Work with frequent interruptions. Sit for prolonged periods of time. Early/late shift work and weekends with possible irregular and prolonged hours.

**APPLICATION INFORMATION:**

Fernando Zambrano, Assistant Director  
 Human Resources, Transportation Department  
 Phone: 346-205-8450  
 Email: [fernando.zambrano@cfisd.net](mailto:fernando.zambrano@cfisd.net)

**DEADLINE TO APPLY:**

December 4, 2017 or until filled

Applications will be reviewed  
 Not all applicants will be interviewed

Hiring Managers may choose to email you regarding this application. Please monitor your email regularly for any communication.

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	
<i>Salary Code</i>	<b>Per Hour</b>	<i>Job Category</i>	<b>Transportation</b>
<i>External Job Application</i>	<b>School Bus Driver</b>	<i>Internal Job Application</i>	<b>School Bus Driver</b>
<i>Location</i>	<b>TRANSPORTATION</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<i>General Start Date</i>	<b>11/16/2017</b>
<i>Internal End Date</i>	<i>General End Date</i>	

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

**References**

<i>Automatically Send Reference Check</i>	<b>Yes</b>	<i>Reference Check Form</i>	<b>Support Reference Form</b>
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