

JOB DESCRIPTION

Job Title:	Trips Dispatcher	Wage/Hour Status:	Non-Exempt
Reports to:	Area Director of Transportation	Pay Grade:	NE5
Department:	Transportation	Date Revised:	08/09/2017

Primary Purpose:

To dispatch information to bus drivers and monitors as per advised by Area Director.

Qualifications:

Education/Certification:

- High School Diploma or equivalent (ex: G.E.D.)
- Meet all state (TEA) qualifications for school bus drivers
- Complete at least 30 hours of staff development courses as determined by the Superintendent
- Minimum of three (3) years as a school bus driver
- Qualifications subject to change at the discretion of the Superintendent

Special Knowledge/Skills:

- Possess thorough knowledge of the streets and highways in Dallas County.
- Ability to read a Mapsco, and give drivers accurate directions to specific locations/routes.
- Possess organizational and interpersonal skills.
- Ability to speak Spanish a plus

Major Responsibilities and Duties:

1. Makes sure routes are covered each day
2. Maintains the Commercial Driver's License (P) at all times.
3. Covers routes when no one else is available.
4. Keeps accurate time and attendance records on drivers.
5. Responds to radio calls to ensure the smooth operation of transportation.
6. Supervises and coordinates the use of supplies and equipment as directed by the supervisor.
7. Responsible for distribution of keys and radios.
8. Responsible for verifying time verification for drivers and monitors.
9. Collects, completes and distributes departmental paperwork.
10. Assists supervisor in writing route descriptions and mileage.
11. Keeps accurate maintenance records on buses.
12. Demonstrates leadership with proper attendance and punctuality.

13. Follows the chain of command as noted in organizational policy.
14. Uses time wisely to ensure productivity and efficiency.
15. Other duties as assigned by Supervisor.

Personal Effectiveness:

1. **Positive Attitude:** Presents a positive role model for stakeholders that supports the goals of the Dallas County Schools.
2. **Cooperation:** Works effectively with others.
3. **Dependability:** Punctual and absent only for good cause. Ability to work overtime with little or no notice. Absent only with good cause.
4. **Judgement:** Exhibits good judgement in decision making and problem solving.
5. **Initiative:** Recognizes job needs and looks for ways to improve efficiency and productivity.

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: _____
(Supervisor)

Reviewed by: _____ Date: _____
(Employee)