



Openings as of 4/27/2018

***Safety Specialist (226 days)***

**JobID: 24715**

**Position Type:**

Transportation

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**Date Posted:**

1/25/2018

**Location:**

Transportation Services

**Date Available:**

06/01/2018

**Closing Date:**

until filled

**QUALIFICATIONS:**

- High School Diploma or equivalent (ex: G.E.D.)
- Qualifications subject to change at the discretion of the Superintendent
- Organizational skills Possess organizational and interpersonal skills
- Customer service skills
  
- Thorough knowledge of Powerfleet and the Dallas ISD TRIPS System
- Organizational skills Possess organizational and interpersonal skills
- Customer service skills
- Positive Attitude: Presents a positive role model for patrons that supports the goals of the Dallas County Schools.
- Cooperation: Works effectively with others.
- Dependability: Reports to work on time, is reliable for regular and overtime work, and is absent only with good cause.
- Judgement: Exhibits good judgement in decision making and problem solving.
- Initiative: Recognizes needs of job and suggests ways to improve efficiency and productivity.

**BASIC FUNCTIONS:**

- Schedule all motor coach and athletic trips.
- Communicate with customers via telephone and email regarding pricing, availability, scheduling, and status of trips.
- Communicate with customers via telephone and email regarding use of Powerfleet TRIPS system to include access to ordering and invoicing modules.
- Communicate with customers via telephone and email regarding questions, issues, and complaints related to trips.
- Assist new customer applicants with accounts process for trip service.
- Assist with coordination of receipt and processing of new customer trip pre-payments with Dallas ISD Business Department.

- Maintain electronic and hard files of customer applications.
- Assist with maintaining calendar and scheduling trips for activity and coach buses.
- Assist with coordination of trip details with relevant service centers.
- Process updates, changes, and cancellations to trips and notify relevant parties.
- Accept trip details from DISD Magnet Campuses and coordinator scheduling their trips with DISD Transportation Department, including trip ordering on their behalf.
- Collect receipts from drivers and reconcile credit card statements on a monthly basis.
- Assist service center staff with Powerfleet trip fulfillment and trip complete process as needed.
- Add/remove/change toll tag information on the NTTA website as needed for all vehicles in Dallas ISD fleet.
- Access monthly toll usage reports and reconcile by service center for distribution to area directors on a monthly basis.
- Perform other duties as requested and assigned by the Director of Transportation and/or the Superintendent

**Minimum Salary**

**\$49,793**

***Selected individuals for Dallas Independent School District positions will be placed according to compensation guidelines. A campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the chief officer – Human Capital Management.***

**A security check and disclosure of family relationship information is required for all positions.**

**No telephone calls please.**

**EQUAL OPPORTUNITY EMPLOYER M/F/H**

**If interested apply online at [www.dallasisd.org](http://www.dallasisd.org)**

Dallas Independent School District, is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, or any other basis prohibited by law. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as board policy not to discriminate in such a manner (not all prohibited bases apply to all programs).

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FMLA regulations require all employers to post the [updated FMLA notice](#).

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