



Friendswood Independent School District

302 Laurel Drive, Friendswood Texas 77546

281-482-1267 www.myfisd.com

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| Job Title: | Dispatcher/Field Trip Coordinator | Wage/Hour Status: | Non-Exempt |
| Reports to: | Director of Transportation | Pay Grade: | HOURLY |
| Dept./School: | Transportation | Duty Days: | 210 |

Primary Purpose:

To be responsible for all aspects of scheduling and coordinating field trips for the district. Dispatching all drivers for morning, mid-day and afternoon bus routes and all extracurricular trips and buses.

Qualifications:

Education/Certification/Experience:

- High school diploma or GED
- Texas CDL (B) with passenger endorsement (P) and school bus endorsement (S)
- TEA school bus driver certification
- Acceptable driving record
- Ability to read, write and understand English
- Three years' experience as a certified school bus driver

Special Knowledge/Skills:

- Effective telephone and two-way communication skills
- Knowledge of dispatching procedures
- Ability to receive and give verbal instructions effectively
- Ability and knowledge of routing and scheduling buses
- Ability to complete required bus driver safety training
- Knowledge of student behavior management
- Possess good driving skills
- Demonstrate ability to enter or exit rear emergency door of the bus
- Ability to pass alcohol and drug test
- Proficient map reading skills

Requirements Unique to Position:

- Pre-employment physical examination
- Annual physical examination
- Pre-employment drug test
- Random drug test
- Pre-employment state and national criminal background check
- Annual driver's license check
- Maintain CDL (B) with passenger endorsement (P) and school bus endorsement (S)

District Expectations:

1. Promote a positive district climate through effective team building, group dynamics and change strategies.
2. Use positive decision making processes for conflict resolution in normal as well as difficult situations.
3. Provide clear and accurate information related to program and district responsibilities.
4. Participate in external organizations and/or programs as related to job assignment.
5. Demonstrate a genuine concern and regard for students, parents, co-workers and supervisors. Treat each person as you would want to be treated under similar circumstances.
6. Model ethical standards for staff, colleagues and community.
7. Maintain confidentiality of students, parents, colleagues and staff.
8. Maintain high productivity and effectiveness through consistent attendance on the job.

Major Responsibilities and Duties:

1. Assist or handle assignment of bus drivers, bus routes, vehicles and substitutes for morning and afternoon shifts.
2. Assist with or coordinate extracurricular transportation.
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, students, teachers and coworkers.
8. Interact with special program administrators and school officials concerning transportation of special education students.
9. Help school place new students on buses and advise drivers of new or dismissed students.
10. Serve as a substitute bus driver.
11. Maintain mileage records on all bus routes and travel.
12. Keep logs on fuel dispensing.
13. Maintain log book and record of head count to facilitate writing, copying and distribution of change notices to transportation personnel and schools.
14. Prepare various reports as required by the state, district or department.
15. Post trips in trip book and send out confirmations.
16. Maintain logs on communication with pertinent personnel regarding confirmations, cancellations and changes.
17. Perform other duties as may be assigned.

Working Conditions:**Physical Demands:**

- Operate and FSD school bus and associated equipment
- Strength to move wheelchair bound students
- Strength to lift up to 50 pounds
- Daily bending, stooping, climbing, reaching above shoulders, climbing of stairs and ramps, walking, standing and sitting, pulling, pushing and twisting
- Daily driving a vehicle
- Daily sweeping; mopping as needed.

- Demonstrate ability to exit rear door of school bus
- Perform duties in inclement weather

Environment:

- Tobacco, drug and alcohol free
- Moving vehicles
- Confined spaces and narrow passageways
- Regular education students and special education students
- Frequent interruptions requiring effective and positive actions
- Maintain safe and clean work areas
- Walking on paved and unpaved areas
- Walking on slippery and uneven surfaces
- Exposure to: temperature extremes, fumes, gases, dirt, dust, cleaning solvents, grease, oil, illnesses, construction and loud noises.

"I have read this Job Description and realize that these duties are specific to my position at Friendswood Independent School District."

Printed Name

Signature

Date