



NORTH EAST INDEPENDENT SCHOOL DISTRICT

DISPATCHER

CLOSE DATE: 06/16/2018

RESUME MUST BE SUBMITTED WITH APPLICATION

Location: Blossom Athletic Center

Work Schedule: 260 Days

Work Type: Regular Full-Time

Exempt: No

Pay Range: \$15.41/hr - \$18.56/hr

EDUCATION AND EXPERIENCE:

High School Diploma or Equivalent

One year certificate from college or technical school; or six months related experience and/or training; or equivalent combination of education and experience

CERTIFICATION:

Successfully complete a twenty hour Region XX School Bus Driver Safety Training Certification course within one hundred and eighty (180) days of receiving enrollment certificate from Region XX

High School Diplomas and college/university degrees must be obtained from an accredited program or university approved by the United States Department of Education and the Texas Education Agency.

PRIMARY PURPOSE SUMMARY:

Coordinate assignments and schedules of bus drivers, routes and vehicles to ensure safe, efficient and economical transportation services.

ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:

1. Assists or handles assignments of bus drivers, bus routes, vehicles and substitutes for morning and afternoon shifts.
2. Assists with or coordinates extracurricular transportation (field trips) with the Trip Coordinator's assigned drivers, involved campuses and District offices.
3. Prepares data required to plan bus route and posts route schedule.
4. Coordinates, passes on and assigns summer school bus routes/schedules to the driver crews.
5. Informs and assists in the maintenance of routes with the regular and special needs route offices.
6. Dispatches drivers and vehicles and communicates with them using a telephone and two way radio.
7. As required, assists Routing Office in notifying drivers, parents and school personnel of any changes in a student's bus service, such as address change, change in pickup and drop off location or change in time or bus change.
8. Maintains good public relations with students, parents and school personnel.
9. Ensures that all bus routes have an assigned driver twice daily.
10. Receives and posts the "Out of Commission List".
11. Assigns substitute buses for those reported "Out of Service".
12. Communicates with drivers and informs supervisors about problems or concerns they have with parents, students, teachers and coworkers.
13. Interacts with special program administrators and school officials concerning transportation of special education students, where applicable.
14. Assists schools with new student placement on buses - Advises drivers of new or dismissed students.
15. Serves as first line contact for operational assignments and training of new prospects with mentor drivers during initial phases of driver training program.

16. Maintains pertinent documentation relative to personnel emergency standby rosters for extracurricular transportation and related weekend duties.
17. Assists in the preparation of various reports as required by the state, District or department.
18. Posts trips in trip book and verifies confirmation with appropriate parties.
19. Maintains logs on communication with pertinent personnel regarding confirmation, cancellation and changes.
20. Serves as focal point of issuance for two-way radio system, administrative books and monitoring key board.
21. Maintains confidentiality of all information.
22. Occasionally required to drive school bus in the performance of assigned tasks.
23. Reports to work on time every day.
24. Performs all other tasks and duties as assigned.

QUALIFICATION REQUIREMENTS:

- Successful completion of a pre-employment physical examination to include vision, hearing, alcohol and drug testing and an acceptable driving record documented by a Motor Vehicle Records Check
- Proficient map reading skills
- Effective telephone and communication skills
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to receive and give verbal instructions effectively
- Valid Texas Class "B" Commercial Drivers License with School Bus (S) and Passenger (P) Endorsements and a driving record that meets the requirements of the Texas Department of Public Safety School Bus Certification and the District

**While all applications will be reviewed, not all applicants will be interviewed.
NORTH EAST INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

To apply, please visit the following website:

<https://www.neisd.net/>

For online application assistance please call (210) 407-0188- 8:00 AM- 4:30 PM Monday - Friday.