

Carroll Independent School District

Job Description

JOB TITLE:	PM Dispatcher/ Field Trips	Pay Grade: 0P4
Supervisor:	Director of Transportation	Employment Days: PT 226
Department:	Transportation	Wage/Hour Status: Non-exempt

MISSION:

Building on a Dragon tradition of excellence, the Carroll Independent School District will foster safe, caring and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

JOB SUMMARY:

This position as the PM Dispatcher will dispatch drivers and vehicles for district purposes. This position is primarily responsible for field trips and will also include the sub driving of an AM bus route as needed. The Dispatcher will be committed to the safe operation of a school bus to transport students and other authorized personnel to and from schools or other designated locations. It is the responsibility of this this position to post and award field trips and the preparation of monthly field trip reports. This position is also responsible for preparation of necessary paperwork for drivers, as well as helping drivers determine safe and efficient routes to their field trip destinations.

QUALIFICATIONS:

- Effective interpersonal skills
- Excellent oral, written communication and organizational skills
- Ability to meet daily deadlines
- High school diploma or equivalent
- Valid Texas commercial driver's license (Class B-CDL) with Passenger & School Bus Endorsements or ability to obtain
- Maintain an acceptable driving record
- Ability to pass D.O.T. physical
- Ability to pass drug and alcohol test
- Ability to pass criminal history background
- Ability to operate a school bus
- Obtain and maintain Texas School Bus Driver Certification
- Ability to complete and maintain all required bus driver safety training
- Ability to follow written and verbal instructions
- Transfinder experience or similar routing software preferred
- The employee holding this position is **not eligible** for bidding on or driving field trips
- Obtain and maintain a minimum of supervisor level through course study with the Texas Association for Pupil Transportation
- Proficient use of radio communication
- Must learn the pay-to-ride bus system

MAJOR RESPONSIBILITIES:

- Coordination, posting and awarding of field trips.
- Coordination and assigning of vehicles for field trips.
- Instruct coaches/teachers on use of Infofinder.
- Preparation of monthly field trip reports.
- Attend and successfully complete all required training programs.
- Serve as a temporary bus driver as needed
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.
- Assist AM Dispatcher, as necessary.

EQUIPMENT USED

Personal computer, two-way radio, copiers and as required by the Director of Transportation.

MENTAL DEMANDS:

This individual should be an organized, self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

This position will require approximately 20% walking; 60% standing/sitting and 20% lifting; carrying up to 25 pounds; and stooping/bending.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
(Director of Personnel Services)

APPROVED BY: _____ DATE: _____
(Assistant Superintendent for Administrative Services)

Date Created: 9/2018
