

Carrollton-Farmers Branch ISD

Job Description – Transportation Position

Job Title: Transportation - Dispatcher

Wage/Hour Status: Non-exempt

Reports to: Transportation Supervisor

Pay Grade: ST 1- 230 Days

Dept./School: Transportation

Date Revised: January 17, 2018

Primary Purpose:

Dispatch drivers and buses. Monitor and respond to two-way radio communications. Answer, record, and route telephone calls. Record absentee calls and assign substitutes.

Qualifications:

Education/Certification:

- High School Diploma or Equivalent
- Meet TEA qualifications for school bus drivers and maintain proper bus driving certification
- Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements
- Must be 18 years of age

Special Knowledge/Skills:

- Possess knowledge of the streets and highways in District
- Ability to utilize and navigate online mapping applications to provide accurate directions to specific locations/routes
- Ability to read and understand documents including policies and procedures manuals
- Ability to analyze situations accurately and adopt an effective course of actions
- Proficient with MS Office Suite and Internet Resources
- Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
- Excellent organizational, communication, and interpersonal skills

Experience:

- Three (3) years as a school bus driver or two (2) years of experience as a dispatcher

Major Responsibilities and Duties:

Dispatch

1. Dispatch drivers and vehicles on a daily basis.
2. Monitor and respond to two-way radio communications with tact, discretion and courtesy
3. Receive, record, and report driver and bus monitor absence calls.
4. Ensure all bus routes, driver, and monitor positions are covered/assigned utilizing substitutes, if necessary..
5. Respond to driver requests for assistance and dispatch tow trucks, emergency services, and additional equipment as needed.
6. Process requests for extracurricular transportation and arrange for drivers and appropriate equipment as needed.

Other

- 7. Compile, maintain, file all logs, worksheets, files, and reports related to dispatch operations.
- 8. Responsible for distribution of keys and radios
- 9. Communicates with outside organizations, local police, and others as appropriate
- 10. Maintain current knowledge of routes and school locations to assure timely services and accurate information.
- 11. Reviews bus routes for efficiency and effectiveness and communicates with management of recommendations
- 12. Ensures all clock times for drivers and monitors are accurate and daily attendance reports are completed for assigned drivers.
- 13. Collects bus maintenance request forms from drivers.
- 14. Assists in the distribution and collection of route sheets; ensures weekly and monthly student counts are completed.
- 15. Reviews and understands the transportation guidelines and procedures to ensure consistency in decisions and actions
- 16. Foster good relations with campuses, teachers and parents.
- 17. Drive Routes as requested by supervisor

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; two-way radio; Navigation Software; school bus; safety equipment including but not limited to flares, reflective signs, and fire extinguisher;

Posture: Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; prolonged driving; moderate walking, climbing stairs, grasping/squeezing, wrist flexion/extension, and reaching

Lifting: Limited light lifting and carrying (less than 15 pounds) on a daily basis

Environment: Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work early shift; may work irregular and prolonged hours

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: David Finley

Date: January 17, 2018

Reviewed by: Jason Liewehr

Date: January 17, 2018