



## ***Transportation Dispatcher- Revised***

**JobID: 24568**

**Position Type:**

Transportation

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**Date Posted:**

12/21/2017

**Location:**

Student Transportation Services

**Date Available:**

06/01/2018

**Closing Date:**

until filled

**QUALIFICATIONS:**

- o High School Diploma or equivalent (ex: G.E.D.)
- o College/University degree in related field preferred.
- o Meet TEA qualifications for school bus drivers and maintain proper bus driving certification.
- o Two (2) years of experience as a dispatcher in a transportation related field – Required; five (5) years preferred.
- o Equivalent combinations of education and experience that provides the required knowledge, skills and abilities will be evaluated on an individual basis
- o Qualifications may be subject to change at the discretion of the Superintendent or designee.
- o Possess knowledge of the streets and highways in Dallas County and surrounding areas
- o Ability to read a Mapsco, online or system-generated map, and give drivers accurate directions to specific locations/routes throughout the day.
- o Good organizational and interpersonal skills.
- o Ability to analyze situations accurately and adopt an effective course of action.
- o Proficient with MS Office, Excel and Internet resources.
- o Ability to deliver high-value customer service, especially in stressful situations.
- o Ability to speak Spanish a plus.

**BASIC FUNCTIONS:**

- o Ensures all bus routes, and attendant positions are covered/assigned daily.
- o Responsible for the distribution of keys and radios.
- o Answer phone and two-way radio calls; respond to routine requests or emergency situations.
- o Communicates with outside organizations, local police and others as appropriate; receive requests, questions, concerns and suggestions and provide routine information and assistance or route to appropriate personnel.
- o Maintain current knowledge of routes and school locations to assure timely services and accurate information.

- Reviews bus routes for efficiency and effectiveness and communicates with management of recommendations.
- Ensures all clock times for drivers and attendants are accurate and daily attendance reports are completed for assigned drivers.
- Verifies driver and attendant time records for payroll.
- Collect bus maintenance request forms from drivers.
- Assists in the distribution and collection of route sheets; ensures weekly and monthly student counts are completed.
- Reviews and understands the transportation guidelines and procedures to ensure consistency in decisions and actions.
- Demonstrates success in resolving conflict consistently and appropriately.
- Foster good relations with campuses, teachers and parents.
- Present oneself as a role model for employees with regards to proper attire, grooming standards and positive attitude.
- Drive bus routes as requested by management.
- Maintain a daily log of school buses, assigned drivers and monitors (when applicable) for assigned shift
- Must also be able to write correspondence and effectively present information.
- Analyze problems and offer multiple solutions as needed.
- Maintain and provide required reports to the transportation administration team
- Monitor field trips
- Additional duties may be assigned given service center needs or levels of staffing.

**Minimum Salary****\$31,900**

***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**

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

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