

Job Title: Transportation Dispatcher**Exemption Status/Test:** Nonexempt**Reports to:** Director of Transportation**Pay Grade:** See Compensation Plan**Dept./School:** Transportation**Date Revised:** 5-29-24

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:**

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:

Ability to use maps and Global Positioning Systems (GPS) to follow routes and locate addresses

Ability to read and understand documents including policies and procedures manuals

Ability to receive and give written and verbal instructions

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam

Excellent organizational, communication, and interpersonal skills

Experience:

_____ years experience as certified school bus driver

Major Responsibilities and Duties:**Dispatch**

1. Dispatch drivers and vehicles on a daily basis.
2. Monitor and respond to two-way radio communications.
3. Receive, record, and report driver and bus monitor absence calls.
4. Assign substitute drivers and monitors for morning and afternoon shifts as needed.
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. Serve as substitute bus driver as needed.
9. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; two-way radio; global positioning system (GPS); 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.

Reviewed by _____ Date _____

Received by _____ Date _____