

Job Title: Bus Dispatcher**Wage/Hour Status:** Hourly**Reports to:** Coordinator Transportation**Pay Grade:** TR5**Dept./School:** Transportation**Date Revised:** October 31, 2023**Primary Purpose**

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

Qualifications**Education/Certification**

High School Diploma/GED

Valid Commercial Driver's License/Passenger and School Bus Endorsements

Valid School Bus Driver Certificate

Special Knowledge/Skills

- Ability to communicate effectively
- Ability to pass alcohol and drug test
- Ability to receive and give verbal instructions effectively
- Effective telephone and communication skills
- Ability to work effectively with campus principals, staff, students and parents
- Strong organizational skills
- Excellent interpersonal skills
- Ability to operate bus
- Ability to multitask successfully
- Ability to work in a teamwork setting

Experience

One (1) year experience in pupil transportation or dispatching

Major Responsibilities and Duties

1. Assist or handle assignments of bus drivers, bus routes, vehicles and substitutes for morning and afternoon shifts.
2. Assist with or coordinates extra-curricular transportation with field trip clerks
3. Inform and assist in the development and maintenance of regular and special needs routes.
4. Dispatch drivers and vehicles and communicate with them using the two-way radio.
5. Notify drivers, parents, and school personnel of any changes in a student's bus service, such as an address change, change in pick-up and drop-off location, change in time or bus change.
6. Assign substitute or spare buses for those reported "out of service".
7. Ensure all bus routes have assigned drivers daily.
8. Perform weather and traffic reporting to ensure safe and efficient driving.
9. Maintain good public relations with students and school personnel.
10. Document and communicate with students, parents, staff, and community about their concerns/issues with drivers, buses, routes, and safety.
11. Document and communicate with drivers about concerns/issues they have with vehicles, parents, students, teachers, and co-workers.
12. Maintain daily activity log and track absenteeism.
13. Interact with special program administrators and school officials concerning transportation of special education students.
14. Assist campus to place new students on buses and advise drivers of new or dismissed students.
15. Keep a logbook and record all special education two-way radio transmissions.
16. Maintain pertinent documentation on all special education students.
17. Prepare various reports as required by the state, district, or department.
18. Post trips in trip book and send out confirmation.

- 19. Maintain logs on communication with pertinent personnel regarding confirmations, cancellations, and changes.
- 20. Regularly required to operate a school bus safely and transport students to and from school and other designated locations.
- 21. Always maintain confidentiality.
- 22. Ensure employees are following assigned schedules.
- 23. Review and ensure extra and/or overtime hours; are documented and submitted for payroll approval.
- 24. Follow vehicle out of service procedures.
- 25. Assist with ensuring route are running efficiently.
- 26. Must be able to work flexible schedule.
- 27. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Monitor the work of assigned drivers and monitors.

Equipment Used

Radio communication equipment, computer, and intercom system.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Clear speech; repetitive hand motions; early shift work.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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