

## **Transportation Dispatcher**

### **Purpose Statement**

The job of Transportation Dispatcher is done for the purpose/s of ensuring the overall coverage required to meet the transportation operation scheduling demands; maintaining inventory of all district vehicles; completing a variety of transportation reports; processing invoices and billings; and evaluating, resolving and/or recommending solutions to incidents, complaints and/or accidents.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Supervisor of Transportation

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### **Essential Functions**

- Communicates with parents, students, staff, etc. in person, by telephone, on the radio, or in writing for the purpose of for the purpose of providing information on a variety of activities and departmental functions.
- Compiles a variety of data (e.g. inspections, inventory, miles driven, fuel consumption, work orders, etc.) for the purpose of developing formal reports; conveying information; and complying with mandated requirements.
- Informs school personnel and parents of practices (e.g. rules, regulations, laws, etc.) for the purpose of providing information for their follow-up action.
- Maintains a wide variety of documents, files and records (e.g. work orders, state report, inventory, etc.) for the purpose of for the purpose of documenting activities, providing up-to-date reference and audit trail.
- Manages transportation bills (e.g. invoices, billings to each department, contracts, etc.) for the purpose of ensuring effective use of resources.
- Participates in department meetings, in-service training's, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Performs record keeping and clerical functions (e.g. typing, reports, records, filing, collecting, recording, etc.) for the purpose of for the purpose of supporting staff within the transportation department.
- Processes a variety of documents and materials (e.g. mileage and fuel consumption, vehicle inventory for all District vehicles, invoices, bills, etc.) for the purpose of for the purpose of dealing with and disseminating information in compliance with program, district, state and/or federal requirements.
- Recommends policies, procedures and/or actions for the purpose of providing information for decision making and for enhancing student transportation services.
- Responds to calls on night and weekends for the purpose of ensuring that all bus routes are covered.
- Responds to inquiries from students, parents, and/or staff (e.g. stop locations, schedule, state regulated policies, etc.) for the purpose of providing the necessary information regarding transportation services.

## **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment and equipment used in transporting students; performing bookkeeping and accounting procedures; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; concepts of grammar and punctuation, and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** High school diploma or equivalent.

**Equivalency** .

**Required Testing**

Alcohol and Drug Test

**Certificates**

Bus Driver's Certificate and CDL

**Continuing Educ./Training**

**Clearances**

Agility test

Criminal Justice Fingerprint/Background  
Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt