

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	TRANSPORTATION DISPATCHER	2.11.4
Effective Date	Job Title	Index

PURPOSE

To improve student achievement through a variety of duties relating to the efficient dispatching of District transport vehicles and personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor. Methods of performing tasks are outlined or explained in general terms and work is reviewed by a supervisor at intervals during progress and upon completion.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Receiving and processing requests for the transportation of personnel and material; responds to concerns from parents and district staff. Field and respond to route and service-related inquiries coming into department.

Providing bus and route-related information to drivers of transport vehicles.

Quantifying and verifying time schedules and route maps; running directions.

Tracking and verifying drivers reporting to work on time, buses leaving on time and maintaining set time schedules.

Monitoring compliance of CDL drug and alcohol requirements

Scheduling and assigning relief drivers as required. (Standbys and substitutes). May assign scheduled and routine trips.

Scheduling drivers and buses for activity and field trips.

Advising drivers concerning problems they encounter on bus routes.

Preparing and updating lists and activity reports on a computer.

Driving school bus on routes in emergency.

Inspecting buses for cleanliness.

Maintaining regular and consistent attendance and punctuality.

Salem-Keizer Public Schools
Transportation Dispatcher (continued)

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Practices of dispatching and working knowledge of transportation operations

Proper use of road equipment and communication devices

Provisions of the Oregon Motor Vehicle Commercial Drivers License and State Department of Education laws

Streets and roads within District boundaries and trip destinations

Principles of safe driving

Applicable computer routing and trip assignment software.

Office procedures, practices and computer equipment

Ability to:

Learn District policies applicable to the operation of vehicles transporting students

Advise drivers concerning established policy and procedures

Assign spare buses and relief drivers efficiently and as directed

Operate a computer to enter and retrieve information

Drive a transport vehicle safely and efficiently

Work well independently and under pressure to make independent decisions

Maintain flexible work hours

Establish and maintain effective working relationships with those contacted in the course of work

Multi-task and meet deadlines

Work effectively within a team environment

Maintain safe driving record and appropriate licensure

Oversee, maintain and update run/route directions

Coordinate and communicate with schools, schedule changes, trip assignments and requests for services

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Transportation Dispatcher (continued)

Coordinate with satellite locations. Operate communication equipment for staff, drivers, and customers (phones, radios, etc.).

Use and manage communication devices in normal work setting, emergencies, and road closures

Demonstrate excellent public relations skills

Communicate clearly and concisely in English, both orally and in writing

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Two or more years of experience in the operation of a school bus, desirable. One year of transportation dispatching experience is desirable. Experience in organizing and assigning resources such as data, equipment and people) desirable. Experience using transportation specific software desired.

Training:

Equivalent to the completion of the twelfth grade.

Special Requirements

Possession of, or the ability to obtain, a valid Class B Oregon's driver's license with applicable endorsements.

Work Environment:

Climate controlled office and exposure to moderate to high noise intensity levels from two-way radios and telephones. May include driving school buses or other district vehicles in various road and weather conditions.

High level of contact with district personnel and outside agencies/community.

Physical Requirements:

Constant talking, hearing, and sitting for prolonged periods in a confined area. Frequent reaching, handling and fingering. Mobility to work in typical office setting and use standard office equipment. Vision: Frequent near and far acuity. Vision to read printed materials and computer screen or other monitoring devices.

Strength: Generally sedentary/light. Exerting up to 15 of force occasionally, and/or up to 10 of force constantly to move objects.

For bus driving duties: Medium/heavy – Exert force to 50-75 lbs. occasionally and/or 20 to 35 pounds of force frequently, and/or 10 pounds of force constantly to move objects. May involve significant stand/walk/carry/push/pull.

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NOTE: Safety sensitive job class. Employees in this job classification will be subject to random selection for mandatory alcohol/controlled substance testing.

Salem-Keizer School District is an equal opportunity employer.

Position: Transportation Dispatcher

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____