

TRANSPORTATION DISPATCHER

Class Code: 8910

TITLE: Transportation Dispatcher
Grade 14

REPORTS TO: Director Transportation

SUPERVISES:

JOB FUNCTION: Perform dispatching and clerical support duties for Transportation department.

DUTIES AND RESPONSIBILITIES:

- Maintains an up-to-date listing of school buses and assigned drivers and assistants.
- Assures ready access to an up-to-date route sheet for each scheduled route.
- Assures that each scheduled route is appropriately covered by utilizing available relief or substitute drivers/assistants.
- Maintains an accurate daily attendance roster of drivers and assistants.
- Using other designated buses and drivers, provides for removal of unruly students from buses.
- Maintains cordial working relationships with assigned drivers and assistants.
- Checks driver's licenses to ensure that drivers have a valid license prior to operating a school bus.
- Demonstrates a comprehensive knowledge of all facets of driver and driver assistant duties as outlined in state and district regulations.
- Demonstrates a comprehensive knowledge of roads and street in Lexington and Fayette County.
- Ensures that drivers and driver assistants clock their times accurately and that any write-in time is accurately reflected on the daily report.
- Operate two-way radio base stations; operate paging system as required; record radio communications as required.

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DUTIES RESPONSIBILITIES (CONT.):

- Communicate with department employees, dispatching to needed locations to respond to routine requests or emergency situations.
- Monitor special equipment as assigned and maintain appropriate records.
- Maintain or assist in maintaining assigned files and records; receive and process information according to established guidelines and procedures.
- Communicate with outside organizations, businesses, government organizations, local police and others as appropriate; communicate with Board members as necessary.
- Communicate with parents, supervisors, school administrators and department employees; receive requests, questions, concerns and suggestions and provide routine information and assistance or route to appropriate personnel.
- Maintain current knowledge of routes and locations to assure timely services and accurate information.
- Perform a variety of clerical support duties as assigned; type correspondence, memos and other items; compile data from clearly defined sources and prepare reports; answer telephone, route calls or messages; prepare and process requisitions; distribute mail.
- Operate standard office machines.
- Performs other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Operation of a two-way radio and standard office machines.
- Telephone techniques and etiquette.

TRANSPORTATION DISPATCHER

ABILITY TO:

- Perform dispatching and clerical support duties for assigned department.
- Speak clearly and distinctly.
- Learn and apply applicable department rules, regulations, policies and procedures.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Type at an acceptable rate of speed.
- Work cooperatively with others.
- Maintain routine records.
- Analyze situations accurately and adopt an effective course of action.
- Operate standard office equipment.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate and one year radio dispatching experience. Valid Kentucky Commercial Class B driver's license; must have, or be able to obtain within six months, a Commercial Drivers License (CDL) with school bus endorsement.

LICENSES AND OTHER REQUIREMENTS:

Must take all required clerical assessments and earn a passing score.

Original Date: 01/1999
Revision Date: 07/2011
Revision Date: 07/2012