

# Vail School District Job Description

**Job Title: Transportation Dispatcher****Department:** Transportation**Reports To:** Assistant Director of Transportation**FLSA Status:** Non-exempt**Level:** 12**Revised:** 9/1/2015

**SUMMARY:** Coordinates transportation dispatch functions and programs. Dispatcher must be able to use considerable independent judgment and decision making to assist the Assistant Director of Transportation and the Transportation Supervisor in all phases of the department. The dispatcher will work with a minimum of supervision and must be able to communicate proficiently with others verbally and in writing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Ensures the safety and welfare of all operations regarding the transportation of students.
- Opens and inspects transportation yard each morning; closes and secures transportation yard each evening.
- Coordinates and maintains routing program.
- Maintains database of students requiring special transportation.
- Oversees the routing and dispatching activities and assigns drivers to routes.
- Evaluates the need for transportation monitors, and makes appropriate assignments.
- Maintains daily written logs of parent contacts and decisions made, maintains daily routing logs, and records of activities and hours worked, as assigned.
- Answers questions and concerns from staff and parents regarding bussing and bus issues.
- Participates in the interview process and may make recommendations for the hire of transportation staff.
- Participates in the evaluation process and may make recommendations for recognition, coaching or improvement of transportation staff.
- Drives vehicles if necessary.
- Ensures ADOT school bus and school bus driver minimum standards are met.
- Coordinates transportation inventory control.
- Tracks required training for new and current bus drivers.
- Ensures all drivers maintain proper certificates and qualifications to drive.
- Ensures all safety drills and requirements are current and practiced regularly.
- Contacts parents regarding student behavior in relation to transportation issues.
- Ensures vehicles are safety inspected and properly maintained.
- Provides regular updates on the department's operations to the Assistant Director of Transportation.
- Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES**

Staff do not directly report to the dispatcher. The dispatcher will assume department supervision as a designee when the Assistant to the Director and Transportation Supervisor are not onsite. The dispatcher will assign work and routes to transportation staff, participate in the interview and evaluation process, and make recommendations for staff hire and employee recognition and improvement.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

- High school diploma or general education degree (GED)
- Must have minimum three years bus driving experience.
- Minimum three years related experience and/or training; or equivalent combination of education and experience as approved by the Director of Transportation and Facilities.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

### **COMMUNICATION SKILLS**

Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings. Ability to read, analyze, and interpret policies and procedures, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to effectively present information to administration, district staff, parents, and members of the community.

### **MATHEMATICAL SKILLS**

Ability to work with arithmetical calculations using addition, subtraction, multiplication and division. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Current First Aid and CPR certificates.
- Current Arizona CDL class B license
- Arizona School Bus License with passenger and air brake endorsements
- Must meet all fitness and agility requirements for Vail school bus drivers.

### **ETHICS**

Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds District values.

### **JUDGMENT**

Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and makes timely decisions. Understands business implications of decisions; displays orientation to fiscal responsibility. Works within approved budget; develops and implements cost saving measures; conserves District resources.

### **SAFETY AND SECURITY**

Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk; reach with hands and arms and talk or hear. The employee is frequently required to stand; sit; use hands to finger, handle, or feel; climb or balance; stoop kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to hot, windy, wet and/or humid conditions; and fumes or airborne particles. The noise level in the work environment is usually moderate but may sometimes be loud.