

TRANSPORTATION DISPATCHER

GENERAL RESPONSIBILITIES

Ensure that all bus routes are covered by securing substitutes when regular drivers and assistants are absent and rerouting other drivers when accidents or breakdowns occur.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Approve personal reasons leave for drivers and assistants.
- Effectively cover bus routes using standby drivers and substitutes, as well as other drivers with downtime.
- Secure substitutes for absence drivers and assistants.
- Maintain a daily log of all substitute drivers work assignments.
- Maintain a detailed route sheet for early discoveries, citywide kindergarten and special needs students.
- Maintain and monitor two radio systems for the purposes of dispatching drivers and communicating with the garage, supervisors and administration.
- Transport children in busses and automobiles in emergencies.
- Assign busses to substitute drivers.
- Inform schools of all changes in bus assignments on a daily basis.
- Maintain a daily log of bus operations, and activities including breakdowns, and calls to police, parents, schools and administration.
- Locate responsible parties to receive special needs students when parents or guardians are not available.
- Make general announcements to drivers and assistants.
- Check and review a variety of data for accuracy, completeness and conformance to established standards and procedures.
- Collect and prepare data for records and reports.
- Maintain computerized records and generate appropriate reports.
- Operate standard office, word processing and data processing equipment.
- Assist in answering office phones.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of the city road systems and neighborhoods; thorough knowledge of agency programs and policies; strong analytical and organizational skills; ability to prepare and maintain detailed records; ability to work independently and under stress making time sensitive decisions; strong oral communication skills; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

EDUCATION AND EXPERIENCE

High School Diploma. Experience as a dispatcher or school bus driver is preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid Virginia Commercial Driver's License.

FLSA status: Non-exempt	Description: Rev. 6/00
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