

Killeen Independent School District

Job Description

Job Title: Dispatcher
Department: Transportation Services
Reports To: Transportation Operations Specialist
FLSA Status: Non-exempt

SUMMARY Directs and performs radio communications between Transportation Operations Office, the school bus fleet, and transportation mobile support units to coordinate transportation activities and, practicing discretionary judgment, manipulates resources to best serve the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties that may be assigned:

Operates a 2-way FM radio base station to directly communicate with transportation school buses, vehicle repair personnel, recovery vehicles, distribution trucks, mail vans, accident scenes, and emergency response personnel. Communicates via radio information required for smooth operation of all transportation functions.

Maintains a Radio Communication Log to record important events and their time of occurrence.

Initiates and coordinates emergency response units in the event of vehicle accidents or other emergency situations involving Transportation Operations.

Assists in completing and maintaining daily absence assignment book and logging in absence from duty forms received from department personnel.

Assigns substitute drivers and monitors to fill vacant and absent positions so all required obligations are met.

Maintains regular and special education route sheets and books by providing copies to regular and substitute drivers as required.

Assists with preparation of monthly incident report and other local Transportation reports.

Receives information and completes call-in log forms; directs forms and other operational information to appropriate operations and administrative personnel.

Makes presentations during driver in-service training and small group meetings and assists in department-wide staff development programs as needed.

Enforces administrative policies, procedures, safety rules, and governmental relations.

Serves as a substitute bus driver or monitor as needed, performing duties and functions of these positions and maintaining all licenses and certifications required to perform these duties.

Performs such other tasks as may be assigned by the Transportation Operations Foreman, Transportation Operations Specialist, or the Director of Transportation Services.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There may be alternatives to the qualifications as the Board of Trustees may find appropriate.

EDUCATION or EXPERIENCE

High school diploma or General Education Degree (GED) and three years related experience and/or training, or equivalent combination of education and experience. Two years experience as a school bus driver preferred.

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 clearly and effectively over a radio communications system, before groups of students and sponsors, and before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

COMPUTER SKILLS

This position requires that the employee be able to operate an IBM-compatible computer, utilizing the District's standard software products plus any additional software that may be unique to the position.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and in a fast-paced, high-pressure environment. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Advise and direct operations based on evaluation of variables presented and interpretation of applicable instructions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to obtain and maintain a valid Texas Commercial Driver's License (Class A or B) with passenger (P) and school bus (S) endorsements without air brake restrictions; and obtain and maintain a current state school bus driver certification issued by the Texas Department of Public Safety.

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; a demonstration of the ability to perform these physical activities may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continual sitting, reaching, and repetitive hand and arm motions. While performing the duties of this job, the employee is required to talk and hear; stand; use hands to finger, handle, or feel; and reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing, and pulling. Moderate lifting and/or carrying up to 50 pounds or more. Ability to occasionally operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although the primary work environment is in an office setting, the duties of this job require the employee to occasionally be exposed to wet and/or humid outside conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually moderate.

OTHER QUALIFICATIONS

Must be 20 years of age. Must have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards. Must pass pre-employment drug test (and subsequently participate in random drug and alcohol testing program) and pre-employment physical (while employed, physicals will be taken annually.) Must also initially complete Texas School Bus Driver certification course (8 hours) and subsequently the Texas School Bus Driver Refresher Course (8 hours) every three years.

Prepared By: John Paradice, Auxiliary Staffing Specialist
Prepared Date: November 30, 2000
Revised By: John Paradice, Coordinator for Auxiliary Personnel
Revised Date: January 16, 2008

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.