

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Dispatcher
Pay Table:	Support
Pay Grade:	5
FLSA Status:	Non-Exempt
Job Code:	586
Reports to:	Regular Ed Coordinator

JOB SUMMARY

Under the supervision of the Regular Ed Coordinator, the dispatcher uses the radio to call and receive calls from the department bus drivers; serves as receptionist for the department; and assists with departmental secretarial responsibilities.

ESSENTIAL JOB FUNCTIONS

- Serves as dispatcher/secretary for the department. Assists individuals coming into the office, answering questions and giving directions. Answers the telephone, assisting parents, principals, teachers, etc. with problems. Takes messages for departmental personnel. Radios drivers as required.
- Assists routing coordinators with resolution of student transportation problems. Receives reports (i.e. student was not picked up for school or student has not arrived home from school). Fills out a daily phone and radio log with information for use by coordinators and director. Contacts drivers by radio/telephone for information. Contacts school and parents.
- Utilizes Versa Trans software, accessing maps, bus routes, stops, etc. Provides information to principals, parents and others concerning bus stops, changes and other issues. Prints and distributes route sheets and maps to drivers and bus assistants.
- Receives radio/telephone calls from drivers (vehicle accidents, student injuries, stalled buses, etc.). Telephones police on every accident. Relays information to dispatch emergency personnel to accident location if required. Dispatches replacement bus and driver if required. Notifies director of transportation, principals or schools, district security and mechanics with detailed information (e.g., location of accident, injuries involved, school involved, extent of damage to vehicles). Notifies IMRO for drug screen post accident.
- Assists coordinator with fleet management registration. Reports - Physical asset listing, location vehicle count, fleet listing, vehicle location report, vehicle asset report. Utilities - Building maintenance, control panel, recall information, vehicle purge, physical assets search. Equipment Maintenance - Weekly maintenance schedule, update equipment information. Assists coordinators with other additional

tasks as needed.

- Monitors and accesses GPS system. Provides real time bus location/activity to parents/principals or others as requested (route activity with mileage and duration, bus stop locations, times and durations, school arrival/departure times, idle time and locations, mileage and engine hours).
- Processes/files drivers' vehicle inspection reports, distributing to mechanics as required. Assists drivers with forgotten bus keys, fuel cards/pin numbers, and compound gate cards.
- Assists field trip technician with data entry (e.g., enters trips for schools, coaches, teachers; changes times/dates for trips; notifies drivers of changes; prints trip tickets for drivers).
- Monitors driver's day-off sheets and field trip pages for current day and work week. Notifies coordinators if routes and trips not covered. Assists coordinators and field trip technician, making telephone and radio calls to drivers.
- Monitors and accesses Network Viewer security cameras at Freeport and Farmington bus compounds.
- Assists with departmental correspondence, filing, copying and secretarial/clerical functions.
- Maintains magnetic driver and assistant route board. Also maintains magnetic board for field trips and spare buses for routes.
- Maintains department driver telephone list (numerical and alphabetical). Updates after every bid or when equipment needs arise.
- Maintains bus parking assignments in both compounds.
- Assists highway patrol with inspections.
- Assists with driver arrangements for field trips and athletic trips.
- Assists with quarterly District 911 emergency response tests.
- Schedules and maintains training room calendar.

MINIMUM REQUIREMENTS

- TBD

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Ability to use computer, including spreadsheet and word processing. Proficiency with district programs must be obtained after employment (Versa Trans, GPS system, etc.)
- General secretarial/clerical skills.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: crouching, feeling, fingering, grasping, handling, hearing, lifting, mental acuity, reaching, repetitive motion, speaking, stooping, talking and visual acuity.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

The Davis School District has the right to revise this position description at any time.