

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

DISPATCH ROUTER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Possess a valid Florida CDL Class B License with appropriate bus driver "P" – Passenger and "S" – School Bus endorsements.
- (3) Twelve month working experience in School District Transportation Operations preferred.
- (4) Required to complete a basic course in CPR and First-Aid within the first year.
- (5) Required to complete a course in National Crisis Intervention (NCI) and Crisis Prevention Intervention (CPI) training.
- (6) Be familiar with Flagler County and surrounding areas.

KNOWLEDGE, SKILLS AND ABILITIES:

Excellent knowledge in applied day-to-day office practice skills and operational expertise of a school bus. Knowledgeable in safety precautions relating to the transportation of students and occupational hazards. Excellent knowledge of Microsoft Office and SQL Databases. Ability to schedule a District-wide bus routing system. Knowledge of the School Board and State rules and regulations as they apply to school bus operations. Excellent Phone and People Skills. Ability to see at a level that allows reading and comprehension of information. Ability to operate equipment pertinent to the position in an efficient manner. Ability to express and exchange ideas utilizing the spoken word in an accurate and detailed method. Ability to adequately comprehend, compute, and use data to execute assigned job responsibilities. Ability to gather, analyze and disseminate data as necessary or assigned. Ability to perceive and use speech and other sounds at an average loudness level. Ability to record and file records in an accurate manner. Speak in a well-modulated voice.

REPORTS TO:

Director of Transportation or designee

JOB GOAL

To develop and maintain school bus routes, times, and student stops, school zone maps, for both regular education and Exceptional Student Education students. To safely and efficiently dispatch vehicles transporting students to and from their school site and/or special events.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Maintain route maps showing routes, times, and student stops.
- (2) Maintain substitute bus drivers' records and extracurricular trips.
- (3) Assist drivers with reports.

DISPATCH ROUTER continued

- (4) Ride and observe drivers to help improve routes.
- (5) Attend in-service activities as assigned.
- (6) Assist in answering route questions for school and public.
- (7) Assist in completing local, State, and Federal reports.
- (8) Help coordinate bus routes and extracurricular trips for all public schools in the District.
- (9) Assist schools and parents with assigning stops for children.
- (10) Attend and assist schools at Individual Education Plan (IEP) meetings.
- (11) Maintain Transportation sections of IEP records, bus incident/discipline, and Medicaid records for assigned ESE-PI routes.
- (12) Ride on ESE-PI buses for assessment and training purposes of assigned team members when necessary.
- (13) Unlock gates to allow buses to enter and depart the compound. Unlock office and turn on equipment to conduct daily operations.
- (14) Answer phones for last minute call-ins for sickness/other reasons from drivers/PI Handicap Bus Aids Assign alternate personnel as required.
- (15) Check-in all bus drivers. In cases of no show (no phone call), assign substitute driver as required.
- (16) Respond to and properly document emergency situations through proper communication with administrative staff, local and state law enforcement agencies, local and state emergency operation centers and EMS.
- (17) Assist with the assignment of buses for school activities both during and after school.
- (18) Ensure drivers have phones for use in emergency situations.
- (19) Drive a school bus when necessary.
- (20) Perform all other duties as assigned.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and /or up to 20 pounds of force as frequently and/or up to 10 pounds of force as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code: 4

Salary Lane: Support NEZ

Date Approved 10/19/2021