

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: TRANSPORTATION-BUS DISPATCHER

QUALIFICATIONS:

1. Must hold CDL or the ability to obtain a CDL with Passenger, School Bus and Air Brake Endorsements.
2. Required Background clearance results must be satisfactory to the District.
3. Ability to pass required annual physical.
4. Ability to pass mandatory random drug tests.
5. High School diploma
6. Good driving record.
7. Basic Computer Skills
8. Social skills, willing to work independently and as a team

REPORTS TO: Director of Transportation

JOB GOAL: To provide support to the district transportation department

PERFORMANCE RESPONSIBILITIES:

1. Answer radio and telephone messages
2. Assist in maintaining transportation records
3. Assist in maintaining the computerized mapping and routing software
4. Assist in scheduling Substitute Drivers
5. Substitute drive when necessary
6. Assist Transportation Supervisor in the scheduling of extra-curricular activity trips
7. Assist Transportation Supervisor in scheduling district owned vehicles and maintain records accordingly
8. Assist Transportation Supervisor in creating new bus routes and making adjustments to established routes
9. Assist in creating routes and maintain the routing changes of program
10. In inclement weather, help get buses ready for drivers
11. Perform other duties and responsibilities as directed by Director of Transportation

PHYSICAL DEMANDS: Sitting/operating a computer for up to 10 hours daily, regularly lift up to 25 pounds, bending for filing, walking for up to one hour on concrete/pavement/gravel, repetitive motions with shoulder to open/close a bus door, ability to climb on a ladder or step stool, raising arms above head and hold up to 5 pounds.

TERMS OF EMPLOYMENT: Varies as needed as per School Board Policy GDBDA

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Director of Transportation

APPROVED BY SCHOOL BOARD: February 21, 2019