

SCHOOL BUS DISPATCHER



Transportation Department

Purpose:

The School Bus Dispatcher helps ensure the proper functioning of District transportation operations by assuring that all bus routes are staffed and that daily operations run efficiently and with minimal disruption.

Definition for use in this Job Description:

"School bus" or "bus" includes any school bus or transportation vehicle within the transportation fleet.

Reports to: Transportation Operations Supervisor; Administrator for Transportation

Nature & Scope:

The School Bus Dispatcher performs work of a specific nature under general supervision. The nature of the work requires adherence to policies, procedures and regulations. Independent judgment and decision-making is required in matters not having established policies, procedures and regulations. The incumbent interfaces with department staff, school staff, parents, and public entities. The incumbents do not have supervisory responsibilities, but do assist in the operational management and assist in providing leadership and direction to Bus Drivers.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Coordinates personnel and equipment to transport students to and from school on District busses.
3. Ensures that all bus routes have buses and drivers assigned and helps ensure the smooth functioning of daily transportation operations.
4. Assesses Bus Driver fitness to drive. Provides keys to each driver each day after ascertaining fitness. Follows established protocols when a Bus Driver appears unfit to drive.
5. Maintains communication with drivers via two-way radio and assists with breakdowns, accidents, route changes and other emergencies.
6. Assists in resolving situations involving student discipline and behavior problems, parental questions and complaints, equipment failure and route changes.
7. Acts as lead liaison between school parents and Transportation Department and resolves any transportation issues that arise.

8. Utilizes electronic notification systems to issue alerts about issues affecting school transportation.
9. Serves as key contact for school personnel to resolve transportation issues.
10. Maintains electronic database of transportation data, including but not limited to driver assignments, student attendance on individual routes and other information concerning transportation personnel and equipment.
11. Schedules and assigns drivers for special activities, including field trips and athletic events.
12. Manages process of securing charter carriers as necessary.
13. Utilizes computer-guided routing software to provide guidance to drivers in the field and formulate route changes due to traffic accidents or road construction.
14. Drives scheduled bus routes as necessary.
15. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
16. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and the *Beaverton School District Transportation Employees Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must be 21 years of age or older.
2. Must possess a high school diploma or equivalent.
3. Must possess and maintain a valid driver's license and a driving record that meets the standards in place by the District.
4. Must possess a minimum of three (3) years experience performing duties as a Bus Driver, or related experience.
5. Within 6 months of hire, must be able to attain and maintain an Oregon Commercial Drivers' License and Oregon Bus Driver Certification.
6. Must obtain all other necessary certifications and licenses necessary to operate a school bus in the state of Oregon including complying with new regulations that may be enacted subsequent to the first day of employment.
7. Must demonstrate familiarity with computerized record-keeping and spreadsheets.
8. Must be able to read, understand and follow multi-step written and verbal instructions in English.
9. Must demonstrate the ability to adhere to established safety practices regarding the use of chemicals and equipment.
10. Must be able to comply with District, state, and national regulations as they relate to vehicle safety.
11. Must demonstrate the ability to follow a set routine and must demonstrate the ability to meet deadlines and schedules.

12. Must demonstrate ability to maintain composure and act logically under stressful conditions and during periods of emergency.
13. Must demonstrate knowledge of bus routes and surrounding geographic area for efficient routing.
14. Must demonstrate flexibility to changing working environments.
15. Must be able to work with accuracy with attention to detail.
16. Must meet all minimum qualifications for the position of *Bus Driver*.

Working Conditions:

The School Bus Dispatcher works primarily indoors. The incumbent will frequently stand, walk, bend, stoop and kneel in the normal course of their workday and will be exposed to dirt, odors, dust, wetness and exhaust fumes. Work performed in the field may expose the incumbent to inclement weather and traffic hazards. While driving a bus, the School Bus Dispatcher will be exposed to the working conditions and hazards outlined in the job description for Bus Driver. Must meet required qualifications for the position of a Bus Driver.

Work Year: 260, 10 month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 1, 2017

Date Revised: December 2023

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.