

TITLE OF POSITION: Night Dispatcher
CLASSIFICATION: Transportation
LOCATION: Bus Garage
SUPERVISOR: Director of Transportation
SALARY RANGE: Placement on Classified Salary Schedule

GENERAL DESCRIPTION:

Assist the Transportation Department in performing a variety of office functions with primary responsibility of dispatching buses and vans. The night dispatcher will assist the office staff and administration in expanding effectiveness and efficiency of the office operating system.

DUTIES AND RESPONSIBILITIES:

1. Dispatch buses and vans.
2. Assist in providing detailed bus information upon request to parents, staff, and students.

Each of the positions at specific building serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

QUALIFICATIONS:

1. Must have a high school education equivalent.
2. Ability to use proper grammar and English in both oral and written communication, as well as the usage of correct spelling and basic arithmetic functions.
3. CDL required with Cheney school bus driver authorization.
4. Knowledge of and familiarity with the Cheney School District transportation area.
5. Must demonstrate excellent organization and communication skills.
6. Ability to attend to detail.
7. Perform accurate math computations.
8. Must be able to work in a team setting.

Testing to be used to determine knowledge of pertinent skills.