



Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: On-Call Transportation Dispatcher

EVALUATOR: Director: Operations

SALARY SCHEDULE: Administrative Index

APPROVED BY: Boyle County Board of Education

DATE: May 2024

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,700 students to the highest levels of achievement through growth in academics, the arts and athletics.

ABOUT THE POSITION

The On-Call Transportation Dispatcher serves as the primary point of contact for all bus drivers and transportation personnel anytime students are being transported after hours, overnight, and on non-instructional days, including weekends, holidays and summer break. The On-Call Dispatcher will coordinate and maintain effective, prompt, responsive communication, and demonstrate independent problem resolution skills as needed to ensure the safety and well-being of students and staff after hours.

JOB QUALIFICATIONS

This position requires:

- A high school diploma or G.E.D. Certificate as required by Kentucky law.
- Valid Kentucky Commercial Class B Driver's License (CDL), including passenger endorsement, School Bus Certificate.
- Must pass driving record check, annual CDL physical and drug test.
- Driver Trainer Certification
- Two years experience as a bus driver.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly, and with a focus on student success.

- Serve as the primary point of contact for all bus drivers, transportation personnel, school administrators, and parents anytime students are being transported after hours, overnight, and on non-instructional days, including weekends, holidays and summer break.
- Remain on-call, be available and reachable by phone or other communication channels as required.
- Receive and route emergency and non-emergency phone calls, engaging district and school administrators and others as needed.
- Assist with inclement weather road checks in preparation for instructional days and activities.
- Evaluate a variety of situations and take action as appropriate, including but not limited to weather conditions, road closures, traffic delays, accidents, and emergencies.
- Respond promptly to equipment breakdowns, including coordinating efforts to coordinate and/or drive replacement bus(es) to remote locations, if needed, to expedite the safe and timely transportation of students.
- Make decisions and solve problems within broad guidelines. Handle difficult, complex situations that require prompt decisions and a clear understanding of policy and procedure.

- Carry out other professional responsibilities including punctuality, reliability, care of equipment and materials, planning, communication, confidentiality, and following district and school policies.
- Meet all bus driver qualifications and responsibilities as set forth in 702 KAR 5:080.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook, Code of Ethics for Certified School Personnel and Kentucky Revised Statutes.
- Fulfilling contractual obligations of days worked.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Bus Drivers

WORKING CONDITIONS

- Regularly required to use hands for simple grasping and fine manipulatives.
- Regularly required to communicate effectively using speech, vision and hearing.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl.
- Occasionally required to sit and climb or balance. Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually loud.
- Directly responsible for the safety, well-being, or work output of others.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.