

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Router/Dispatcher
Reports To: Director of Transportation

SUMMARY

The Router/Dispatcher provides day-to-day driver and aide scheduling. The position routes buses in the most efficient and safest manner to serve the needs of students. The position is responsible for maintaining route and student data in the routing software program. The position prepares, collects and compiles statistical reports including, but not limited to, weekly, monthly and semi-annual passenger counts and monthly and annual route mileage reports.

QUALIFICATIONS/REQUIREMENTS

The Router/Dispatcher shall have earned a high school diploma or its equivalent with a minimum of three years dispatch/routing experience preferred. This is a highly technical position requiring a working knowledge of electronic routing/scheduling software as well as other District software programs. The Router/Dispatcher must possess a valid MO CDL with P & S endorsements or be able to obtain it within six months of employment.

ESSENTIAL JOB DUTIES

- Assigns and dispatches drivers and aides to cover absences.
- Communicates with drivers via two way radio.
- Dispatches emergency personnel when required.
- Maintains daily schedule of drivers and aides.
- Maintains statistical reports as necessary.
- Advises Director and staff on late buses, accidents, breakdowns and other service related problems and concerns.
- Utilizes routing software programs to develop and maintain bus routes and schedules.
- Is responsible for providing current route sheets to drivers.
- Evaluates and approves requests for minor bus route changes. Discusses need and seeks approval from Director for major bus route changes.
- Maintains accurate maps of school attendance boundaries, hazardous areas, walking areas and routes.
- Assists drivers with route-related problems.
- Updates schools with route information.
- Answers phones, documents complaints and responds to parent concerns as needed.
- Assists with departures and line-ups.
- Assists with the scheduling of field and activity trips.
- Receives 504 and IEP documents from Special Services and communicates student needs with drivers and aides.
- Maintains driver and aide mail boxes with names and bus numbers.
- Assists drivers, as needed with completion of required forms.
- Assist with substitute driving of routes/activity trips as needed.

ESSENTIAL JOB DUTIES (cont'd)

- Advises Fleet Maintenance Supervisor of technical concerns with buses and associated equipment.
- Downloads and provides bus video when requested from administrators.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Director of Transportation.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with provisions of District Policy on evaluation of support staff personnel.