San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Transportation Dispatcher	**Exemption Status:**	Non-exempt
Reports to:	Director of Transportation	**Pay Grade:**	04
Works with:	District Personnel	**Days:**	226
Dept. /School:	Transportation	**Date Revised**	03/04/2020

Primary Purpose:

Position responsible for dispatching drivers and monitors to ensure that school bus routes are covered. Monitors radio and responds to unexpected situations to include major events such as school bus accidents and inclement weather. Assist in tracking employee hours and covering field trips.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

Knowledge of standard office practices, procedures equipment and clerical techniques
Ability to input data accurately and basic computer skills
Ability to receive and give written and verbal instructions
Ability to accurately and quickly learn directions to the divisions school locations and primary and alternate bus routes
Excellent organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Dispatch school bus drivers and bus aides to assist with preventing and service disruptions.
2. Monitor the radio net control station by receiving and relaying information to and from drivers.
3. Monitor traffic reports and notifies drivers of traffic conditions that may affect bus schedules.
4. Advises drivers on primary and alternate bus routes.
5. Notifies schools and transportation schedule supervisor of bus delays.
6. Maintains bus driver absentee reports and assists with assigning substitute drivers to bus runs.
7. Maintain log of parent concerns, scheduled bus runs, number of vehicles, names of drivers, and other related logs.
8. Receives telephone and radio reports on bus accidents and/or breakdowns and inform the Director, supervisor, mechanic, and police departments as necessary. Responds to serious incidents according to procedure.
9. Models nondiscriminatory practices in all activities.

10. Responds to all parent concerns with professionalism and care for their child's well-being.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; two-way radio; global positioning system (GPS); school bus; safety equipment including but not limited to flares, reflective signs, and fire extinguisher

Posture: Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; prolonged driving; moderate walking, climbing stairs, grasping/squeezing, wrist flexion/extension, and reaching

Lifting: Limited light lifting and carrying (less than 15 pounds) on a daily basis

Environment: Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work early shift; may work irregular and prolonged hours

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: Nate Carnay Ed.D. Date 3/5/2020