JOB DESCRIPTION **7.11**
MOORE PUBLIC SCHOOLS

Job Title: **Transportation Dispatcher**

Credentials: None

Education: High School Diploma or satisfactory completion of any General Education Development (GED) Program

Essential Knowledge and Skills: General computer skills, excellent communication & public relations skills, able to handle multiple task easily, basic radio operating knowledge, working knowledge of area streets and surrounding area, excellent people skills, above average organizational skills.

Site: **Transportation**

Reports To: **Director of Transportation**

Job Functions:

1. Interacts daily with drivers, assistants and shop employees to ensure service requirements and obligations are met.

2. Maintains on-time bus routes.

3. Communicates route assignments, emergency situations, accidents, breakdowns or any other event that will disrupt service.

4. Determine availability of drivers and assistants regularly assigned to routes, then assigns standby drivers and assistants where necessary.

5. Maintains daily attendance log, which includes person calling in, time of call, reason for absence, expected return date, etc.

6. Obtain daily list of out of service equipment from shop supervisor and assigns spare buses when necessary.

7. Make sure drivers leave bus yard on time and all schedules are kept.

8. Keep a communications log and keep operations/key board current.

9. Handle complaints, take reports of late buses, breakdowns, accidents and report to director to prevent interruption of service, log complaints/incidents.

10. Coordinates with school official to insure safe, efficient and timely pupil transportation services.

11. Inform director of any communications, personnel, or incidents that may be (or become) problem areas and effect the daily operations.

12. Maintains or ensures that a master list of all routes and trips is maintained, including: a current file or set of files on each route; information needed to describe the route and its component parts (program, school, map, assigned vehicle, assigned drivers).

13. Assists driver with routing directions and communicates special service requirements.

14. Maintains current list of all available cover drivers and spare vehicles.

15. Coordinates emergency response network when there is a problem on a route.

16. Submits required reports and paperwork to the director in a timely fashion.

17. Reports all major problem and/or irregularities to the director.

18. Encourages compliance with district policies and processes. Discusses any breach of policy and procedure noted with director.

19. Notifies the school of all changes in route assignments, emergency situations, accidents, breakdowns or any other event that will disrupt service.

20. Communicate professionally and effectively with school officials, parents, students, drivers and assistants to resolve relative issues.

21. Sets example of professional behavior by maintaining the proper attitude dress and TEAMWORK.

22. Search for ways to improve the department, its workplace, and informing management of these suggestions.

23. Obey all Federal, State, Local laws and the "policies and guidelines" of the District.

24. Performs other duties as assigned.

Working Conditions: Office environment.

TERMS OF EMPLOYMENT:	200 Days
SALARY:	Category B
EVALUATION:	Performance of this job will be evaluated in accordance with the provisions of Board Policy.

Approved 05/13/2013
Revised 10/10/2016
Revised 2024-25 Negotiated Contract