Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Routing and Dispatch Supervisor**

Qualifications:

Credentials: CDL P & S Endorsement

Education: High School diploma, GED or equivalent experience is required in lieu of high school degree

Training/Experience Required: More than 2 years in logistics or dispatch preferred.

Special Skills, Knowledge, Abilities:
Excellent communications skills, public relations skills, able to be and stay organized and the capability to handle multi-tasking in a very limited amount of time, problem solving, radio etiquette, exceptional knowledge of area streets, schools and surrounding areas. Excellent computer skills for many platforms used.

Job Goal (Purpose of Position): To lead the effort to build efficient routes in Traversa guaranteeing on-time delivery of students and ensure all dispatch service requirements are met in the best interest of students, staff and the district.

Essential Job Functions (Performance Responsibilities):
1. Interact professionally with drivers, assistants and shop employees to ensure safe and efficient delivery of students every day.

2. Adjust all routes for drivers, students and the district as needed.

3. Add or delete students in accordance with Registrar's office.

4. Eliminate excessive or inefficient stops and routes.

5. Build main road stops as required when there is weather or need and communicate these stops to drivers, students, parents and district.

6. Maintain on time bus routes by splitting, routes, combining routes, adjusting routes, being proactive in assigning routes.

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

8. Determine the availability and verify drivers and assistants assigned to routes and assigns stand-by drivers and assistants where necessary.

9. Maintains daily attendance log through IMS, including call-ins, reasons for absence, expected return dates and communication with payroll.

10. Calls out middays as needed using seniority sheets.

11. Obtains daily list of out of service fleet from shop supervisor uses IMS to log and delegates spare buses when necessary.

12. Monitor all bus times effectively and adjust in and out times accordingly to avoid wasted time on routes.

13. Monitor all fleet activity in Traversa.

14. Manage McKinney-Vento logistics when assigned by district.

15. Professionally inform parents, students and district personnel of any issues, including late arrival of pick-up or drop-off of students via electronic media platforms in an efficient manner.

16. Uses of Traversa to maintain lists of routes, students, buses and maps to be used.

17. Assists driver and assistants with routing directions and communication of special instructions.

18. Coordinates emergency response network as needed and notify parents.

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

20. Reports all issues, concerns, non-compliance of district policies and procedures and all irregularities to Director.

21. Notifies schools of all changes in route assignments, emergency situations, accidents, breakdowns or any other event that will disrupt service either by phone, email, Parent Square, Traversa or any other method.

22. Professional demeanor, attitude required.

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

24. Supervise and train PM Office Clerk to dispatch using Traversa, Parent Square and all tools necessary to dispatch and monitor activity in the PM.

25. Performs all other duties as assigned.

Supervision exercised: Will oversee drivers and assistants daily answering their concerns. Will train and monitor PM Dispatch Clerk. Will not be responsible for discipline but will direct issues to Director or Assistant Director.

Site: Transportation

Reports to: Director of Transportation

Physical/Mental Requirements and Working Conditions: Office environment & occasionally driving a bus

Terms of Employment: 261 DAYS

Salary: Category F

Evaluation: Performance of this job will be evaluated in accordance with provisions of Board Policy