

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Transportation Dispatcher 180 I (T32) / II (T33)** Job Family: 11
Transportation Dispatcher 242 I (T37) / II (T34)

Department: Transportation Lane Placement: **6 / (7-CDL)**

Supervisor's Title: Director of Transportation and Coordinator Contract: 180/242 days

FLSA Classification: Non-Exempt Hours per Day: 8

Original date: 01/85 Revised: 06/93 Revised: 07/08 Revised: 04/13 Revised: 07/15

Revised: 08/20 Revised: 04/22 Revised: _____ Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Transportation and coordinator, the **Transportation Dispatcher I/II** monitors the department's two-way radio communications and interacts with bus drivers and other transportation employees for operational assistance and emergencies. Coordinates assignments for substitute drivers and attendants. The transportation dispatcher II requires a current Utah CDL license and will be required to drive a daily bus route during some or all of the school year as part of the assigned duties. Incumbent enters data into the computer system from submitted reports.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Coordinate assignments for substitute drivers and attendants and provide route copies to substitutes. Monitor the absentee calling system for drivers and attendants.
- Arrange for substitute drivers and attendants daily (e.g. leave time) as assigned.
- Interact with bus drivers over the two-way radio.
- Gather necessary information to appropriately respond to emergencies and evacuation procedures.
- Relay messages as needed to police agencies, fire department or other District departments. Call emergency vehicles as required.
- The transportation dispatcher II will be required to drive a daily bus route during some or all of the school year as part of the assigned duties.
- Act as a resource for parents, bus drivers, bus attendants and schools.
- Answer phones and communicate with public and staff and relay information about District policies related to transportation. Maintain a daily call log.
- Maintain department files, magnetic board and input data into the computer.
- Relay essential information to the director and follow through on resulting instructions.
- Maintain knowledge of all routes. May split routes to ensure that all runs are covered and students are delivered to school and home safely.
- May require working various shifts, which may include early shift, late shift or split shifts as needed.
- Coordinate driver and route needs with other District and department personnel.
- This position requires punctual and regular daily attendance at assigned location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- May attend various seminars and training classes that are offered.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires one year of post high school education in a related field PLUS one year of successful related work experience or an equivalent combination of education and experience.
- Requires operational knowledge of bus transportation system, routing system and GPS.
- Current CDL license with endorsements preferred.
- Transportation Dispatcher II requires a current Utah CDL with proper endorsements.
 - Must maintain DOT Commercial Driver Fitness Form.
 - Requires bi-annual completion of the Utah State Board of Education Physical Performance Assessment standards for Utah School Bus Drivers.
- Requires strong computer technology skills, including Microsoft Office products. District computer system experience preferred.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Must demonstrate competence in reading, writing and basic math.
- Requires excellent communication skills, both verbal and written.
- Requires ability to handle stressful situations resulting from constant change and deadlines.
- Interacts with general public on call-ins.
- Requires good judgment in acting on reported activities, referring matters to the proper people. Proper procedures are outlined, but appropriate actions vary due to circumstances (e.g., calling fire department for fire alarm, notifying officers of reported problems and keeping officers informed in dangerous situations).
- Requires ability to multi-task and handle stress while maintaining a positive attitude with parents, drivers, attendants and all school and office personnel.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Computer equipment, two-way radio, paging system, calculator and telephone.

Physical Requirements – Not limited to the following:

- Requires prolonged sitting (up to 8 hours) and continuous keyboard/mouse/monitor and phone/two-way radio use.
- Requires occasional lifting from floor to waist of 20 pounds.
- Requires occasional carrying of 20 pounds.
- Transportation Dispatcher II must meet all physical requirements of the Bus Driver position.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*