

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

JOB DESCRIPTION

Job Title: **Transportation Dispatcher**

Pay/Pay Range: **\$17.50/hour**

Pay Schedule: **Bi-weekly over 26 pays**

Prepared/Revised Date: **November 2022**

Reports To: **Trans. Director and/or Superintendent**

FLSA Status: **Non Exempt**

Work Schedule: **8 hrs/day**

Work Year: **259-261 Days**

SUMMARY: The Transportation Department Dispatcher assists and improves the smooth and efficient operation of the Transportation Department by assisting in the day to day coordination of the District's transportation needs in a manner which furthers the District's mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary.*

Job Tasks Descriptions	Frequency	% of Time
1. Collaborates with the Director of Transportation for the purpose of resolving transportation issues and delivering services in conformance with District objectives	D	40
2. Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment	D	5
3. Dispatches drivers for the purpose of meeting the schedule demands by overseeing drivers' times and assignments for the purpose of ensuring adequate coverage	D	20
4. Resolves schedule problems (i.e. verifies bussing schedules, manages substitutions, etc) for the purpose of ensuring all routes are covered	D	5
5. Coordinates scheduling and the use of transportation equipment (i.e. field trips, extra-curricular activities, athletic trips, etc) for the purpose of meeting the departments' emergency and routine transportation requirements	D	2
6. Schedules all bus routes for the purpose of ensuring students are transported in a timely, efficient manner	D	10
7. Reviews (and revises when appropriate and necessary) bus routes with bus drivers to ensure the integrity of the schedule, the compliance of the schedule with school attendance times, route timing, and that bus stops are accurate and in safe locations	D	5
8. Responds to calls from parents or school personnel related to the transportation of students in a professional and positive manner while providing information related to bus schedules as requested via email or phone.	D	5
9. Responds to inquiries from school personnel regarding practices and incidents (i.e. rules, regulations, laws, procedures, etc) for the purpose of providing information for follow-up action and/or proper procedures	D	2
10. Maintains a variety of manuals, hard copies, electronic documents, files and/or records for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements	D	2
11. Prepares documentation and/or provides routine reports as needed	D	2
12. Perform such other tasks as may be assigned by the Transportation Director and/or Superintendent.	D	2
TOTAL =		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED
- Previous experience in coordinating schedules and/or dispatching desired

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.
- CDL license preferred but not required

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Effective communication skills (Verbal and written)
- Effective typing skills and knowledge of the use of a computer, knowledge of word processing, spreadsheet, database and routing and planning software applications
- Accurately reads maps, knows directions (i.e. Right, Left, Cardinal directions) and locates addresses on a map
- Maintains confidentiality in matters relating to staff, students, and administrators
- Ability to be flexible and work in an environment with frequent telephone and walk-in interruptions
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks and meet deadlines
- Professional attitude and appearance which contributes to a positive work environment
- Customer service attitude
- Maintains an acceptable attendance record with punctuality

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE	
	Transportation Director and/or Superintendent	
Direct reports:	POSITION TITLE	# of EMPLOYEES
	None	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is generally required to sit 75% of the time, walk 20% of the time, and stand 5% of the time with significant dexterity in order to operate a two-way radio and other standard office equipment. Additionally, the employee must possess clarity of vision at varying distances to be able to monitor office visitors, bus drivers, and to operate a computer and other office equipment. The employee must also be able to meet the physical demands of hearing, talking, sitting, stooping, bending, reaching, grabbing, pulling and squeezing, repetitive hand/arm movements, grasping and occasional lifting up to 30 lbs. Appropriate hearing to understand radio communication and appropriate vocalization to be understood over the two-way radio and telephone are also required.

WORK ENVIRONMENT: This job is performed in a generally clean and healthy environment subject to frequent interruptions and changing of priorities from time to time..

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.