

Job Title: **Scheduler/Dispatcher**
 Job Family: **Transportation**
 Pay Program: **Classified**
 Work Year: **12 months**

Job Code: **1605**
 FLSA Status: **Non-Exempt**
 Shift Differential: **Yes**
 Pay Range: **G 23**

SUMMARY: Maintain ongoing two-way radio and telephone communications with all transportation, administrative and school personnel; schedule daily bus route coverage, sub-driver assignments and sub-bus assignments; assist in planning bus stops, runs and routes; utilize the Transfinder computer program to create and plan routes; maintain logs of daily events; input employee payroll changes as needed; and complete Employee Action Forms.

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.*

| Job Tasks Descriptions | Frequency | % of Time |
|--|----------------|-------------|
| 1. Maintain ongoing two-way radio and telephone communication with all transportation, administrative and school personnel. Schedule daily route coverage, sub-driver assignments and sub-bus assignments. | D | 50% |
| 2. Assist Scheduler/Dispatcher, Sr. in planning individual bus stops, runs and routes from each school attendance area. Enter and utilize information in the activity database to schedule buses for activities. | D | 10% |
| 3. Input employee payroll changes and complete Employee Action forms as needed. Responsible for approval, verification, validating and approving reported time in district time and labor system. | D | 15% |
| 4. Enter information into and utilize information from the Transfinder computer program to create and plan routes. | D | 10% |
| 5. Maintain daily events log, employee attendance log and compliance records including Hours of Service and Record of Duty status logs | D | 10% |
| 6. Perform other job-related duties as assigned. | Ongoing | 5% |
| | TOTAL = | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of one year of experience in school transportation.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must be at least 21 years old.
- Colorado Commercial Driver’s License (CDL B P2S) required within one month after hire.
- CPR and First Aid certifications required within three months after hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Knowledge of District 12 school locations, district street system and District and departmental procedures.
- Knowledge of federal and state laws pertaining to student transportation.
- Ability to comply with Transportation On-Call Policy.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability maintain accurate logs of daily events, bus assignments, route coverage, activity coverage, etc.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems

- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel and Access.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of Edulog software preferred at hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | JOB CODE |
|--------------------|---|-----------------|
| Reports to: | Director of Transportation & Fleet Operations | 5010 |

| | POSITION TITLE | # of EMPLOYEES | JOB CODE |
|------------------------|--|-----------------------|-----------------|
| Direct reports: | This job has no direct supervisory responsibilities. | | |

- Address complaints, resolve problems and provide guidance to Bus Drivers, Transportation Paraprofessionals and Bus Driver Trainees as needed.
- May assist supervisor with interviewing and providing input into performance appraisals.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.
- Responsible for scheduling daily route coverage, sub-driver assignments and sub-bus assignments.

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 ACTIVITIES: | Amount of Time | | | |
|-------------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | X | | |
| Walk | | X | | |
| Sit | | | | X |
| Use hands to finger, handle or feed | | | X | |
| Reach with hands and arms | | | X | |
| Climb or balance | X | | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|----------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | X | |
| Up to 25 pounds | | | X | |
| Up to 50 pounds | X | | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|--------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | X | | |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | | | X |
| Instruct | | X | | |
| Compute | | X | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|----------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Synthesize | X | | | |
| Evaluate | | | X | |
| Interpersonal Skills | | | | X |
| Compile | | | X | |
| Negotiate | X | | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | | X | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | | X | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | | X | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | | X | | |

| VISION DEMANDS: | Required |
|---|----------|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |