

Job Description

Job Title: **Scheduler/Dispatcher**
 Job Family: **Transportation**
 Pay Program: **Classified**
 Prepared/Revised Date: **April 18, 2006**

Job Code: **1605**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 21**
 Work Year: **12 months**

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 Edulog computer program to create and plan routes; maintain logs of daily events; and implement emergency procedures as needed.

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	60%
2. Assist Scheduler/Dispatcher I 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	15%
3. Enter information into and utilize information from the Edulog computer program to create and plan routes.	D	5%
4. Maintain familiarity with all routes and transportation equipment.	D	5%
5. Maintain accurate logs of daily events.	D	5%
6. Implement emergency procedures by activating the emergency call list under the Director of Transportation.	M	5%
7. 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, Superintendent policies and building and department procedures.
- 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:	Transportation Director	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		
Synthesize	X			
Evaluate			X	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	