

Job Description

Job Title: **Senior Scheduler/Dispatcher**
 Job Family: **Transportation**
 Pay Program: **Classified**
 Prepared/Revised Date: **April 2015**

Job Code: **1606**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 23**
 Typical Work Year: **12 months**

SUMMARY: Responsible for the efficient planning of district bus routes, bus stop placements and activity scheduling through use of district information technology systems; responding to two-way radio and phone calls; responding to concerns/complaints about transportation issues; and preparing for and overseeing the activity bid process. Responsible for all payroll and buss pass related duties.

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. Develop district bus routes/stops that provide safe and efficient transportation of students, including confidential student biographical information for developing stops/routes for students with special needs through use of district technology systems. Arrange coverage for bus routes. Follow departmental guidelines when assigning routes and assure driver has proper training for the routes covered.	D	30%
2. Respond to two-way radio and phone calls. Understand district and department policies and procedures required when responding to accidents, road hazards, bus breakdowns, lost students and student management.	D	25%
3. Respond to concerns/complaints about transportation issues from district personnel, parents, students and public, by phone, email and or in person.	D	10%
4. Responsible for review, approval and verification of reported time in district time and labor system. Prepare and analyze/reconcile time and labor reports and complete paperwork for payment of stipends and other pay, accomplished through district information technology systems. Complete appropriate paperwork for building/district personnel changes including accurate account coding.	D	10%
5. Perform bus pass related duties including reconciling daily reports, issuing bus pass cards, handling monies and entering all information into the Infinite School System database.	D	5%
6. Schedule buses for district and non-district activities, including athletic buses. Assure all activities have drivers assigned and run as efficiently as possible. Work closely with schools to ensure student activities run efficiently. Arrange for bus trades for activities when needed. Assure drivers have proper training for activities	D	5%
7. Prepare information and generate reports needed for activity bid process. Oversee activity bid process, including bidding driver's proxy sheets. Prepare post-bid activity information for drivers. Post bid information including copies of drivers' proxy bid sheets, activity bid results and next week's activities for bid. Enter billing in SFS for activity and billable programs, including activity and athletic charges, school shuttles, after school programs, etc.	W	5%
8. Develop departmental forms including accident, workers compensation, etc.	A	5%
9. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of three years of experience in school transportation and/or scheduling/dispatching.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must be at least 21 years old.
- Colorado Class B P2S Commercial driver's license (CDL) 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 maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to comply with Transportation on call policies.
- Ability to work any assigned shift.
- 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 people 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.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

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 routing software preferred at hire.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Transportation Operations Manager/Transportation & Fleet Operations Director	3057/5010

	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:

- Responsible for scheduling daily route coverage, sub-driver assignments and sub-bus assignments.
- Enter billing into district information technology system for bus-related items including activities/athletics, school programs, after school shuttle programs, etc.

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			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	
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	
Loud	X
Very Loud	