

<b>Job Title:</b>	Dispatcher	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports to:</b>	Area Supervisor	<b>Pay Grade:</b>	Auxiliary
<b>Dept/School:</b>	Transportation	<b>Days:</b>	187/227
<b>Date Revised:</b>	May, 2018	<b>Job Code:</b>	T117

### **Primary Purpose:**

Coordinates the daily operations (driver, routing, and vehicle activities) necessary to assure safe, on-time service. Must be able to work a flexible schedule. Maintains the highest level of professional communication with Campus Administrators, fellow employees and our community.

### **Education / Certification:**

1. High School Diploma or GED.
2. CDL License w / P&S endorsements.
3. TEA Certification
4. Must be certified or willing to obtain certification by the Texas Association of Pupil Transportation (TAPT) as a Pupil Transportation Official, Supervisor, Specialist or Trainer.

### **Special Knowledge / Skills:**

1. Possess thorough knowledge of the streets and highways in Comal and surrounding County.
2. Possess operational / functional knowledge of computerized routing system (Transfinder preferred).
3. Ability to read maps such as Mapsco, electronic maps in routing system, GPS data and give drivers accurate directions to specific locations/routes.
4. Ability to work effectively with campus principals, staff, students, and parents.
5. Strong organization skills and group presentation skills.
6. Excellent interpersonal skills and well developed written and verbal communication skills.
7. Computer literate, preferably in word processing, Access, and spreadsheets.
8. Basic math skills, detail orientation, mapping and routing skills.

### **Experience / Other Requirements:**

1. Six months of experience in a driver position preferred.
2. Previous routing and dispatching experience is preferred.

### Major Responsibilities and Duties:

1. Presents a positive role model for drivers; co-workers and works effectively with others.
2. Reports to work on time, is reliable and demonstrates leadership with proper attendance and punctuality.
3. Exhibits good judgment in decision making, problem solving and excels under pressure.
4. Recognizes needs of job and suggests ways to improve efficiency and productivity.
5. Covers routes when necessary.
6. Responds to radio calls to ensure the smooth operation of transportation services.
7. Manages and coordinates the use of supplies and equipment as directed by the Area Supervisor.
8. Responsible for distribution of keys, radios, VCR's and other forms to collect data as needed.
9. Coordinates and verifies field trip times on evenings and weekend with the Field Trip Specialist.
10. Collects, completes and distributes departmental paperwork.
11. Assists Routing Specialist in writing/auditing route descriptions and verifies mileage.
12. Assembles and maintains a master list of all routes and trips.
13. Maintains current list of all available pool & sub drivers and spare vehicles.
14. Maintains a current file or set of files on each route; files include all information needed to describe the route and its component parts (program, school, map, assigned vehicle, list of passengers with addresses and telephone numbers, assigned buses, assigned drivers).
15. Provides assistance to drivers and exercises discretionary judgment as necessary, to ensure that routes and trips are performed safely and on-time.
16. Coordinates emergency response network when there is a problem on a route.
17. Assist drivers with routing directions and communicates special service requirements.
18. Maintain filing systems and paperwork in a neat and orderly fashion.
19. Submits required reports and paperwork to Area Supervisor or Director of Transportation in a timely fashion.
20. Cooperates with other members of the Transportation Department and operations staff to insure the continuation of a safe and smooth operation.
21. Participate/advise administration about inclement weather conditions that may result in the closing of schools or road hazards.
22. Reports all major problems and /or irregularities to the Area Supervisor or Director of Transportation.
23. Encourages compliance with Comal ISD policies and processes. Discusses any breach of policy and procedure noted with Area Supervisor or Director of Transportation.
24. Participates in the assigning of routes, buses, and special trips to drivers pursuant to

established policies and procedures.

25. Notifies the drivers of all emergency situations, accidents, breakdowns or any other event that will cause delays.
26. Monitors radio etiquette and proper radio use between drivers and self.
27. Maintains daily activity board, tracks absenteeism as well as a log of communications as directed.
28. Coordinates vehicle service schedules with Lead Mechanic or Shop Supervisor to assure uninterrupted services due to PM's.
29. Recommends any operational changes to maximize route efficiency.
30. Maintains TEA headcounts and files.
31. Data input on student conduct reports as directed by Area Supervisor.
32. Attend professional development activities/programs to keep abreast of developments and innovations in area of transportation.
33. Responsible to keep current Class B CDL license w/ P&S endorsements, TEA certifications and any other requirements.
34. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
35. Performs other duties as assigned.

### **Supervisory Responsibilities:**

None.

### **Working Conditions:**

The physical demands described here 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.

1. Conditions include operating in inclement weather, heat and humidity (most buses are not air conditioned), enduring a bumpy ride, and exposure to possible injury due to traffic accidents.
2. Continual walking (to, inside, and around bus), sitting, standing, squatting, stretching, bending, kneeling, stooping, twisting, turning, climbing bus steps, pushing, pulling, carrying, reaching, repetitive hand and arm motions (steering, driving, shifting), lifting (45 lbs or more), talking (announcing streets, talking on radio), seeing (traffic lights, inspections, passengers, stopped vehicles, traffic conditions), hearing (traffic sounds, emergency vehicles, passengers, radio, mechanical problems).

## Comal ISD Job Description

**Dispatcher**

May, 2018

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3. Must be physically able to climb in and out of the school bus emergency doors to evacuate the bus in an emergency.
  4. There is a considerable exposure to dust, traffic fumes, and high noise level from both outside traffic as well as from passengers.
  5. Maintain emotional control under stress; may occasionally work with students with disabilities and/or screaming children and may occasionally deal with life threatening emergencies.
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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (please print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_