

SCHOOL DISTRICT OF ALACHUA COUNTY

DISPATCHER -- TRANSPORTATION

JOB DESCRIPTION

JOB CODE:	780290 (12 Month) 780291 (10 Month)	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Non-Exempt	PAY GRADE:	24
		SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) High school diploma or GED.
- (2) Minimum of five (5) years experience as a bus driver.
- (3) Valid Florida CDL license with passenger endorsement.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the geographic area of Alachua County as well as all school bus routes. Ability to cover bus routes by using all available buses—sub as well as regular buses. Ability to establish and maintain effective working relationships with staff, principals, supervisors and the public. Ability to communicate effectively both orally and in writing. Excellent interpersonal skills. Basic computer skills are required.

REPORTS TO:

Manager-- Transportation Operations

JOB GOAL

To provide efficient and affective dispatching services for the Transportation Department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform complex duties under supervision relating to problems encountered in dispatching buses, and obtaining unassigned drivers for all regular drivers.
- * (2) Coordinate driver and bus assignments with other appropriate office and garage staff.
- * (3) Assist drivers with problems of students being transported to and from school or extracurricular trips.
- * (4) Coordinate the assignment of spare buses and sub drivers.
- * (5) Operate school bus to transport students, as assigned.
- * (6) Adhere to applicable safety standards.
- * (7) Attend all staff meetings and workshops.
- * (8) Assist with maintaining a clean and orderly environment.
- * (9) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (10) Communicate effectively with bus drivers, the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- * (11) Demonstrate initiative in the performance of assigned responsibilities.

DISPATCHER -- TRANSPORTATION (Continued)

- *(12) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(13) Demonstrate support for the school district and its goals and priorities.
- *(14) Exhibit interpersonal skills to work as an effective team member.
- *(15) Follow attendance, punctuality and proper dress rules.
- *(16) Maintain confidentiality regarding school/workplace matters.
- *(17) Maintain expertise in assigned areas.
- *(18) Manage time efficiently.
- *(19) Model and maintain high ethical standards.
- *(20) Participate in cross-training activities as required.
- *(21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(22) Prepare all required reports and maintain updated and accurate records.
- *(23) Represent the District in a positive and professional manner.
- *(24) Respond to inquiries and concerns in a timely manner.
- (25) Perform other duties assigned.
- *(26) May be required to work beyond the 40 hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 08

Adopted 10/19/10