

Under guidelines set by supervisor, changes bus routing as needed to solve problems. Prepares files and forms for coming year. Helps inform job applicants about the job of bus driver. Yearly, computes all mileage travelled and passengers transported on field trips, and Mill Hollow for the Utah Department of Transportation report. Computes overtime list monthly.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Requires basic computer skills with (word processing ability at 40 wpm, use office machines, telephone, files, two-way radio. Must have a good memory, possess interpersonal skills. Must have thorough knowledge of the transportation system, its routes, stops, special pick-up points, available substitute drivers, etc. and be able to respond quickly and accurately to questions raised by district and school administrators, teachers, students and patrons. Must have good oral and written communication skills. Must utilize organizational skills in tracking every driver and bus every hour of the day and week, seeing that field trip assignments are fairly allocated, scheduling 40 hour weeks where possible, and equalizing overtime opportunities. Must have public relations skill in contacts made with parents and others regarding transportation problems.

Minimum Entrance Requirements for Training

Requires high school education or equivalent. Must have, in addition, six months training in typing, word processing, computer entry, bookkeeping and office procedures. Must have a Commercial Drivers License with School Bus and Passenger endorsements.

Minimum Entrance Requirements for Prior Experience

Requires one year as a bus driver (preferably in the district) and other prior, job-related experience with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Has authority to make decisions regarding routes and driver assignments within well defined policies and procedures. This includes selecting substitute drivers from approved list, sending drivers and buses to emergency situations, choosing drivers for field trips, balancing overtime opportunities. Responsible for training new drivers in proper procedures and paper work.

Interaction with Others (Non-Authority)

Has frequent interaction with drivers and staff; some interaction with parents, students, administrators and teachers. Assists bus driver applicants with information about the job.

Supervision

Assigns drivers to assist on a regular and irregular basis where conflicts in school scheduling occur (planning days, trimester schedules, early out days for junior high schools and late in for high schools). Maintains continuity of the office when other administrators are absent.

Working Environment

The dispatcher must face many stressful situations such as emergencies requiring immediate attention (bus breakdown, late notice that a sick driver will not be on the job, immediate need for unscheduled transportation, student missed on route, etc.). These situations call for quick thinking and ability to solve problems and to keep all concerned calm while the problem is being solved. Dispatcher is often called at home during the evening and early morning to staff routes.

Physical Demand Characteristics

Moderate lifting and moving requirements. Must be sufficiently mobile to drive to various bus locations and schools.