



TRANSPORTATION DISPATCHER

GENERAL RESPONSIBILITIES

Under the leadership of the Transportation Coordinator, provide on-the-road leadership throughout the day as it relates to bus routes being covered by substitutes when regular drivers and assistants are absent and rerouting other drivers when accidents or breakdowns occur.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Review and recommend for approval of personal reasons leave for drivers and assistants
- Secure substitutes for absent drivers and assistants; assign busses to substitute drivers.
- Effectively cover bus routes using standby drivers and substitutes, as well as other drivers with downtime.
- Provide on-the-road leadership throughout the day as it relates to bus routes being covered and rerouting other drivers when accidents or breakdowns occur.
- Develop, review, and eliminate bus routes to provide maximum routing efficiencies.
- Analyze and implement new and existing routes in the Edulog NT and Athena routing software.
- Maintain a daily log of all substitute drivers' work assignments.
- Maintain a detailed route sheet for Early Discoveries, citywide kindergarten, and special needs students.
- Maintain and monitor two radio systems for the purposes of dispatching drivers and communicating with the garage, supervisors, and administration.
- Transport children in busses and automobiles in emergencies.
- Maintain a daily log of bus operations, and activities including breakdowns, and calls to police, parents, schools, and administration.
- Locate responsible parties to receive special needs students when parents or guardians are not available.
- Make general announcements to drivers and assistants.
- Check and review a variety of data for accuracy, completeness, and conformance to established standards and procedures.
- Collect and prepare data for records and reports.
- Maintain computerized records and generate appropriate reports.
- Assist in answering office phones.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a thorough knowledge of the division programs and policies, and a good knowledge of the city road systems and neighborhoods. Must have strong analytical and organizational skills, and strong oral communication skills. Must be skilled in the use of data and word processing equipment. Must have the ability to prepare and maintain detailed records; work independently and under stress making time-sensitive decisions; operate a variety of office equipment; establish and maintain effective working relationships with others, and follow oral and written instructions. Must have the ability to analyze and implement new and existing routes in the Edulog NT and Athena routing software.



EDUCATION AND EXPERIENCE

Required: High School Diploma or GED.

Preferred: Experience as a dispatcher or school bus driver.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, fingering, and repetitive motion. Occasional walking, bending, grasping, reaching, and driving. Work involves occasional exposure to loud noises. Able to multi-task and work in an extremely fast-paced high-stress work environment. Requires timely and regular adherence to established work schedules

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of or eligible to obtain for a valid Virginia Commercial Driver's License.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 6/00, 7/20, 7/22
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