



Classification Summary

Performs dispatch and scheduling of work assignments for Bus Drivers transporting students on routes, excursions, and field trips. Drives busses on an emergency relief basis.

Distinguishing Characteristics

1. Distinguished from Transportation Dispatcher II by degree of involvement in dispatch responsibilities.
2. Primary responsibilities are in making decisions about and coordinating the work of the school bus drivers.

Supervisory Relationships

Reports to the Assistant Transportation Manager. May provide technical oversight and direction to other Transportation department staff.

Examples of Duties

1. Schedule busses and drivers for field trips, athletic events, or other excursions. Provide cost estimates, verify bus/driver availability, assign based on trip level, driver qualifications, and minimum overtime, and relay special bus equipment or cargo information.
2. Dispatch substitute drivers to insure that all route busses go out on schedule. May require assigning other transportation personnel to drive on an emergency relief basis.
3. Receive requests for schedule adjustments. Confer with Supervisor; inform drivers, schools, and transportation garage of approved adjustments.
4. Contact drivers in busses by two-way radio to receive or provide information on equipment breakdowns, road hazards, accidents, student locations, or route changes. Notify schools of late busses.
5. Maintain daily record of work assigned to provide accurate information for timekeeper.
6. Operate computer to write memorandum, store data and send correspondence.
7. Perform emergency relief bus driving as assigned.
8. Maintains regular and prompt attendance.
8. Performs other related duties as assigned.

Required Knowledge, Skills And Abilities

1. Thorough knowledge of the local geographic region and school locations.
2. Highly developed oral communications skills.
3. Ability to consider resources and alternatives, develop and implement solutions to scheduling problems to optimize efficiency of District transportation operations.
4. Ability to operate two-way radio and current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
5. Ability to work under pressure of deadlines and frequent interruptions.
6. Ability to respond evenings or weekends to schedule changes, absence reports, or routing problems.

Minimum Qualifications for Class Entry

1. Two years of experience in dispatching or related field requiring public interaction. Three years' experience as a bus driver.
2. Possession of a valid State of Oregon School Bus Driver's license.
3. Possession of a valid first-aid card.

Work Environment

Incumbents work in the transportation department office. Driving assignments may be required to work evening shifts. May require exposure to road hazards or risk of accident.