

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

POSITION TITLE: **TRANSPORATION DISPATCHER/SCHEDULER**

SUPERVISOR: Director of Transportation/Director of Operations

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Experience preferred in public school transportation or educational field.
3. Valid Kansas CDL and school bus driver's license.
4. Must pass and is subject to drug tests as required by federal and state law and the policies regarding drug testing.
5. Knowledge of computers.
6. Knowledge of safety standards, law codes, rules, regulations, policies, and procedures related to pupil transportation.
7. Ability to use maps and charts to route transportation needs.
8. Knowledge of streets and roads in the area.
9. Maintain current TB testing as required by Health Department regulations. (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Coordinate routes, maintain maps, and assign vehicles to current bus drivers and substitutes for the purpose of maintaining efficiency within the transportation department.
2. Serve as a liaison between schools and drivers to ensure proper communications within the district.
3. Communicate with mechanics regarding repair and maintenance of vehicles for the purpose of maintaining the equipment properly.
4. Maintain a database of students needing special transportation for the purpose of identifying those students needing assistance.
5. Serve as primary contact for all transportation accidents and incidents for the purpose of accountability within the transportation department.
6. Operate a two-way radio to stay in contact with drivers, schools, and supervisors for the purpose of communication within the district.
7. Assume the duties of the Transportation Director in the absence of the director or Training Coordinator for the purpose of accountability within the transportation department.
8. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

9. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

**TERMS OF EMPLOYMENT:**

At will

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**APPROVED:** 07/21/2008