

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

03/21	<b>LEAD TRANSPORTATION DISPATCHER</b>	2.11.17
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### **PURPOSE**

To improve student achievement by coordinating a variety of duties related to the efficient dispatching of district transportation vehicles and personnel.

### **CLASS CHARACTERISTICS**

This is the lead worker level class in the Dispatcher series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. By virtue of the complexity of the work, positions in this class are also assigned responsibility to assist in coordinating and assigning the work of subordinate classes in the same class series and to assist in resolving technical and procedural problems encountered by subordinate staff. Positions in this class are predominantly working positions but include some daily work coordination duties.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision over assigned personnel.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Coordinating the work of other dispatch personnel; responding to technical questions regarding dispatch coverage, bus and driver availability, trip systems, emergency response, and work prioritization in conjunction with supervisor.

Providing advanced level of dispatch solutions, tracking functions, scenario applications, data generation, and route configurations.

Assisting supervisor in systems, process, and work flow analysis for effectiveness and efficiency.

Quantifying and verifying information and data necessary for budget development and cost projections as needed.

Leading dispatch team to effectively collaborate with all transportation areas, programs, and schools in the accomplishment of the district mission while creating an atmosphere for drivers of confidence and support.

Ensuring that transportation services are kept on schedule through and with the assistance of the dispatch team.

Training and developing the skill level of dispatch personnel.

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Evaluating and monitoring drivers to ensure compliance pertaining to drug and alcohol testing and physical capacity as outlined by Oregon Department of Motor Vehicles, Oregon Department of Transportation, and Oregon Department of Education.

Assisting supervisor in maintaining department readiness for inclement weather, collision, emergency response plans, cyclical workloads, cost containment, attendance patterns, and altered school schedules as it pertains to training.

Quantifying and verifying information and data necessary for daily and long term coverage of routes and buses.

Assisting routing area in providing drivers with the most current route, student information, schedules, maps, and directions.

Evaluating and monitoring the preparedness and functionality of school buses relating to the necessary functions and in compliance with Oregon Department of Motor Vehicles, Oregon Department of Transportation, and Oregon Department of Education rules pertaining to vehicle compliance and readiness in conjunction with the shop lead/head mechanics.

Providing oversight in the effective utilization of standby drivers in conjunction with supervisors.

Scheduling and assigning school bus service for athletic, field, and other customer trips.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Dispatch applications, concepts, and practices.

Rules and regulations as they pertain to school bus drivers including but not limited to district policies and rules applicable to school bus operations, Oregon Department of Motor Vehicles Commercial Driver License, Oregon Department of Education school bus certification, PL 94-142, FMVSS, IDEA, ADA, and McKinney-Vento Act.

School bus capacity, equipment, seating configurations, and principles of safe driving.

Streets, roads, school locations within the district boundaries and trip locations.

Office procedures, practices, computer equipment and applicable related software.

**Ability to:**

Establish and maintain effective and collaborate working relationships with those contacted in the course of work, demonstrating excellent public relations skills.

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Exchange and/or convey information and receive work direction.

Plan, estimate, coordinate, and schedule the work of others.

Analyze operations and recommend changes or concepts as necessary.

Coordinate the scope of work to organize and dissect runs and routes as needed when faced with insufficient drivers or equipment.

Assist in the development and maintenance of dispatching philosophies to maximize efficiency and minimize impact on students.

Contribute thoughts and processes that will result in a pattern of continuous improvement and advance the district's efforts toward student achievement.

Understand various program and service needs and desires related to student achievement and transportation.

Learn streets and roads within district boundaries and read and interpret maps.

Work well independently and under pressure to make decisions, exercising sound, independent judgment and attention to details.

Maintain safe driving record and appropriate licensure.

Drive a transport vehicle safely and efficiently.

Communicate clearly and concisely in English, both orally and in writing.

Operate a computer and related peripheral equipment and software.

Prioritize, multi-task, and meet deadlines.

Work effectively within a team environment.

Maintain flexible work hours.

Work under strict deadlines in a fast-paced environment with demanding customers.

**Experience and Training:**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

Two or more years of experience in the operation of a school bus, desirable. One year of transportation dispatching experience. Organizing and assigning resources such as data, equipment, and people desirable. Use of transportation specific software desired.

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**Training:**

Equivalent to the completion of the twelfth grade. Additional specialized training in a related field is desirable.

**Work Environment:**

Climate controlled office and exposure to moderate to high noise intensity levels from two-way radios and telephones. May include driving school buses or other district vehicles in various road and weather conditions.

High level of contact with district personnel and outside agencies/community.

**Physical Requirements:**

Constant talking, hearing, and sitting for prolonged periods in a confined area. Frequent reaching, handling and fingering. Mobility to work in typical office setting and use standard office equipment. Vision: Frequent near and far acuity. Vision to read printed materials and computer screen or other monitoring devices.

Strength: Generally sedentary/light. Exerting up to 15 of force occasionally, and/or up to 10 of force constantly to move objects.

For bus driving duties: Medium/heavy – Exert force to 50-75 lbs. occasionally and/or 20 to 35 pounds of force frequently, and/or 10 pounds of force constantly to move objects. May involve significant stand/walk/carry/push/pull.

NOTE: Safety sensitive job class. Employees in this job classification will be subject to random selection for mandatory alcohol/controlled substance testing.

Salem-Keizer School District is an equal opportunity employer.

Position: Lead Transportation Dispatcher

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_