

Goochland

COUNTY PUBLIC SCHOOLS

JOB TITLE: Transportation Dispatcher	WORK SCHEDULE: 260 days (12-month)
REPORTS TO: Transportation Director	EMPLOYMENT STATUS: Classified LICENSE REQUIRED: No
FLSA STATUS: Non-Exempt	SALARY RANGE: \$13.84/hr- \$21.32/hr

Summary

Under the direction of the Transportation Director, performs dispatching and clerical support duties for the Transportation department.

Essential Duties and Responsibilities

Maintains an up-to-date listing of all school buses and assigned drivers.

Assures that scheduled routes are appropriately covered by available staff or substitute drivers

Must have thorough knowledge of the geography of Goochland County.

- Assists in establishing all bus routes;
- Dispatches and assigns routes/buses to substitute drivers;
- Dispatches and assigns special trips/sports trips drivers and buses;
- Collects and enters all transportation data on students enrolled in schools;
- Provides an up-to-date roster to each school and driver of all students transported by bus;
- Gathers data on pupil enrollment for studies on school boundaries;
- Checks and reviews a variety of data for accuracy, completeness and conformance to established standards and procedures;
- Maintains records and generates appropriate reports;
- Operates two-way radio base stations, standard office, word-processing, and data processing equipment;
- Observes and promotes safe work practices and procedures;
- Attends inservice training to develop and improve knowledge and skills;
- Communicates with parents, school administrators and others on matters related to school boundaries, bus assignments and other transportation related issues;
- Takes all necessary and reasonable precautions protect students, equipment, materials, and facilities;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;

Goochland County Public Schools assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

(Revised 2/17)

- Performs related tasks as assigned by Director of Transportation in accordance with the school division policies and practices;
- Provides driver applicants with training through road and classroom Instruction.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to follow oral and written directions and have the ability to get along well with others.
- Must possess demonstrated knowledge and proficiency in clerical and office procedures.
- Must have knowledge and basic skills in use of Word Applications and other computer software including routing system.
- Maintains school bus driver training certification mandated by VDOE Pupil Transportation Department.

Education and/or Experience

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in office processes and procedures, combined with clerical and secretarial experience. Must have CDL with a Class B passenger endorsement.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents or public.

Reasoning/Other Abilities

Ability to apply common sense understanding to carry out simple one-or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Physical Demands

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Evaluation

Performance of this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of licensed personnel.