

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: TRANSPORTATION DISPATCHER

REPORTS TO: Transportation Manager

RESPONSIBILITIES:

Develop, maintain, and manage a system to provide efficient transportation to students on a daily basis during the school year and as needed for additional roster trips, including:

1. Dispatch all regular education and special services buses.
2. Post field trips and roster trips; assign drivers and substitute drivers to cover assignments.
3. Assign substitute drivers to cover regular routes when needed.
4. Direct substitute drivers on routing, schedules, and other factors necessary to perform efficiently.
5. Inform all drivers of special requirements, road conditions, routing, and all extraordinary conditions.
6. Prepare all trip sheets, maps, and other vital driver information related to extra trips.
7. Ensure all routes and assignments are implemented as scheduled.
8. Act as the contact person for all district personnel requesting transportation.
9. Advise building officials of route changes, bus changes, late arrivals, departures, etc.
10. Accept bus trouble calls; coordinate replacement buses, drivers, etc., with shop foreman as needed.
11. Assist in route planning, route sheet updating, assignment of routes, and driver and bus assignments.
12. Provide information to transportation secretary regarding daily absences.
13. Drive school bus on as-needed basis.
14. Perform such other dispatch-related tasks as assigned by the Transportation Manager, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Minimum of two (2) years experience dispatching buses or in a position relating to vehicle control and scheduling.
3. Valid Washington State driver's license with Commercial Driver's License Class B endorsement with air restriction removed and passenger endorsement or ability to obtain required endorsements.
4. Ability to schedule and organize work assignments to assure timely and effective completion.
5. Demonstrated ability to prioritize work on multiple tasks simultaneously and work effectively and calmly under rapidly changing, demanding, and high stress circumstances.
6. Ability to communicate effectively:
 - a. In person with coworkers and the public to present a professional and positive image of the department and District.
 - b. By telephone with parents, administrators, secretaries, and coordinators;
 - c. Via radio with bus drivers to give, receive and relay messages, pupil problems, and mechanical problems; and
 - d. To provide accurate information to supervisors, drivers, mechanics, school officials, and the public.
7. Ability to route vehicles and:
 - a. Accurately read and interpret complex school district, road, and state highway maps; and
 - b. Accurately estimate travel times and distances between two points.
8. Ability to work cooperatively and collaboratively in a team environment.
9. Knowledge and experience working with computers and computer programs (Word and Excel).
10. Ability to work independently with minimal supervision.
11. Ability to make independent judgments in accordance within school/program procedures and policies.
12. General familiarity with fleet maintenance scheduling.
13. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

1. Sitting at a desk for long periods of time;
2. Frequently walking throughout the transportation office and bus garage;
3. Lifting and carrying a maximum of 20 pounds; may occasionally be required to lift and carry or restrain a student when filling in as a bus driver;
4. Twisting, stooping, and crouching occasionally while sitting at a desk to access documents and equipment;
5. Frequent use of hands while working on computer keyboard, using a computer mouse, and while writing.