

## USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

**POSITION TITLE: TRANSPORTATION CLERK / DISPATCHER**

**SUPERVISOR:** Transportation Supervisor

**PAYMENT RATE:** According to Board Policy

**CLASSIFICATION:** Non-Exempt

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Experience preferred in public school transportation or educational field.
3. Knowledge of computers.
4. Telephone skills
5. Good verbal and written communication skills
6. Neat, responsible, punctual, dependable
7. Must respect confidentiality
8. Willing to learn, accept change, be creative, be a self-starter
9. Knowledge of safety standards, law codes, rules, regulations, policies, and procedures related to pupil transportation.
10. Ability to use maps and charts to route transportation needs.
11. Knowledge of streets and roads in the area.
12. Maintain current TB testing as required by Health Department regulations.

**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. Oversee Transportation Activity Trip Operations and DMS program to find and accommodate last minute trips.
4. Frequently monitor Activity Vehicle Trip & Trip Pick List, using DMS program in order to update information for drivers and staff.
5. Knowledge of Versatrans Routing Software.
6. Communicate with mechanics regarding repair and maintenance of vehicles for the purpose of maintaining the equipment properly.
7. Gather and compute transportation hourly time cards and trip sheets for the purpose of accountability within the Transportation Department.
8. Maintain a database of students needing special transportation for the purpose of identifying those students needing assistance.
9. Serve as primary contact for all transportation accidents and incidents for the purpose of accountability within the transportation department.
10. Assist the Transportation Director with bus incidents as needed for the purpose of accurate reporting and parent notification.
11. Operate a two-way radio to stay in contact with drivers, schools, and supervisors for the purpose of communication within the district.
12. Tabulate school data for annual SO66 Report for the purpose of maintaining current data of students receiving services within the district.
13. 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.
14. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.
2. Must work in environment with numerous interruptions.
3. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

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

APPROVED: 11/10/14