

# DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

**Job Title:** Dispatcher/Scheduler  
**Job Family:** Transportation Services  
**Department:** Transportation  
**Typical Work Year:** 11 months

**Pay Grade:** Classified, Range 13  
**FLSA Status:** Non-exempt  
**Prepared Date:** December 17, 2013

**SUMMARY:** Assist in planning bus stops, runs, and routes; schedule daily bus route coverage, sub-driver assignments and sub-bus assignments; facilitate activity and event bus scheduling; maintain ongoing two-way radio and telephone communications with all transportation, administrative, and school personnel; maintain logs of daily events; implement emergency procedures as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES :** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- |         |     |   |
|---------|-----|---|
| D       | 40% | Maintain ongoing two-way radio and telephone communication with all transportation, administrative and school personnel. Schedule daily route coverage, sub-driver assignments and sub-bus assignments.   |
| D       | 10% | Respond to two-way radio and phone calls. Understand district and department policies and procedures required when responding to accidents, road hazards, bus breakdowns, lost students and student management.   |
| D       | 10% | Assist in developing and maintaining district bus routes/stops that provide safe and efficient transportation of students, including confidential student biographical information for developing stops/routes for students with special needs. Arrange coverage for bus routes. Follow departmental guidelines when assigning routes and assure driver has proper training for the routes covered. |
| D       | 15% | Schedule buses for District and non-District activities, field trips, and athletic events. Assure all events have drivers assigned and work closely with schools to ensure student activities run efficiently. Assure drivers have the proper training for the activity routes they are driving.  |
| M       | 5%  | Implement emergency procedures as situations occur and require. Activate the emergency call list as department and district procedures require  |
| D       | 5%  | Maintain an accurate log of daily events and ensure records are in accordance with state and District regulations.  |
| D       | 5%  | Perform administrative office duties as needed.   |
| M       | 5%  | Drive routes and/or excursions as necessary in emergency situations or when staff is limited.   |
| A       | 3%  | Assist in implementing new and revised procedures, plans, and regulatory guides affecting student transportation.   |
| Ongoing | 2%  | Perform other duties as assigned.   |

**EDUCATION AND TRAINING:** High school diploma or equivalent.

**EXPERIENCE:** Three years experience in school transportation.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

- Criminal background check required for hire.
- Must be at least 21 years of age.
- Colorado Commercial driver's license (CDL) with Class B and P2S endorsement.

- CPR and First Aid certifications required within three months after hire.
- Must pass drug/alcohol screen per Board Policy

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Customer service and public relations skills
- Knowledge of city and county road networks and location of schools in the district.
- Knowledge of Colorado and Federal laws as they relate to the transportation of students.
- Ability to maintain accurate logs of daily events, bus assignments, route/activity coverage, etc.
- Ability to drive and operate a school bus.
- Ability to maintain confidentiality in all aspects of the job.
- Critical thinking and problem solving skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of school buses and pool vehicles
- Operating knowledge of basic maintenance and emergency equipment including radio, tire chains, flare, etc.
- Operating knowledge of and experience with typical office equipment (computer, e-mail, fax, telephones, radios, etc.)
- Operating knowledge of routing software preferred

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Director of Transportation

**Direct Reports:** This job has no supervisory responsibilities

- Responsible for assisting in equitably distributing regular and extracurricular work hours between drivers
- May be asked to serve as a resource for new drivers and assist in new driver training
- May assist supervisor with interviewing and providing input into performance appraisals

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** This job has no budgetary responsibilities.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear				X
Taste	X			
Smell				X

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare		X		
Analyze		X		
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

<b>WORK ENVIRONMENT:</b>	<b>Amount of</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	