



JOB TITLE	DEPARTMENT	REPORTS TO
Transportation Dispatcher	Transportation	Director of Transportation

Position No: 78029	Length of Work Year: 11 Months
Salary Schedule: C34	Date Approved: 7/29/97
FSLA: Non-exempt	Date Revised: 3/7/19

JOB GOAL
To maintain accurate records and create a smooth flow of business with dispatch office.

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalence.
2. Valid Florida Commercial Driver's License preferred.
3. Previous dispatch experience preferred.
4. Experience in the use of two-way radio.
5. Familiar with school bus operations.
6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To dispatch drivers and attendants via their immediate supervisor, or directly when required.
2. To record verbal leave requests for drivers and attendants and assign appropriate substitutes.
3. To maintain current logistical information regarding transportation operations.
4. To maintain records of bus breakdowns and notify schools of relevant transportation problems.
5. To maintain the bus communication log.
6. To transmit instructions and information to exceptional student education buses regarding daily changes in bus route, students not attending, etc.
7. To transmit routine as well as emergency information to buses or other vehicles as required.
8. To receive, respond, or relay radio call information.
9. To comply with Federal Communications Commission rules and regulations.
10. To assist with routine office telephone communications and procedures.
11. To perform assigned tasks in a timely and efficient manner.
12. To perform assigned tasks with a high standard of quality.
13. To perform other duties as assigned by the Director of Transportation.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.