

Classification Summary

Coordinates and expedites the flow of Department information to and from variable hour employees (bus drivers and special ed bus aides). Performs general tasks to assist transportation operations and specifically Transportation Dispatcher. Drives busses on an emergency relief basis.

Distinguishing Characteristics

Distinguished from Transportation Dispatcher by degree of involvement in dispatch responsibilities. Primary responsibilities are in the area of Department communications, assisting and implementing the decisions of others.

Supervisory Relationships

Reports to the Assistant Transportation Manager. May receive technical oversight from Transportation Dispatcher and Route Planning Assistant. May provide technical guidance to other district staff.

Examples of Duties

1. Provide information and assistance to bus drivers. Information will include; new students, stop and time changes, and questions in preparation for trips. Assist with the collection and dispersal of information and reports, including trip tickets, student counts, insurance benefit questions, leave reports, and time and mileage reports.
2. Contact drivers in busses by two way radio to receive or provide information on equipment breakdowns, road hazards, accidents, student locations, or route changes. Notify schools of late busses.
3. Receive telephone request from parents, for route changes and schedule adjustments; transmit information to Route Planning Supervisor, assist in informing drivers, students, schools, and transportation garage of supervisor's decision and adjustments.
4. Oversee and balance Petty cash account; disperse meal and/or lodging money to drivers as assigned. Provide cash for vehicle license and supplies, record transactions and cash district checks.
5. Provide relief or back-up service to Transportation Dispatcher as required.
6. Operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.) to write memorandum, store data, and send correspondence.
7. Perform emergency relief bus driving as assigned.
8. Perform other related work as required.

Required Knowledge, Skills and Abilities

1. Knowledge of the local geographic region and school locations.
2. Highly developed oral communication skills.
3. Ability to assist in consideration of resources and alternatives, assist in the development and implementation of solutions to scheduling problems to optimize efficiency of district transportation operations.
4. Ability to operate computerized office equipment, two-way radio, calculator, photocopier, and other standard office equipment.
5. Ability to work under pressure of deadlines and frequent interruptions.

Minimum Qualifications for Class Entry

1. Two years of experience in dispatching or related field requiring interaction.
2. Possession of a valid State of Oregon School Bus Driver's License.
3. Possession of a valid first aid card.

Work Environment

Incumbent works in the transportation department office. Driving assignments may require exposure to road hazards or risk of accident. May be required to work evening shifts.