



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: **April 19, 2016**

TITLE: **Approval of New Position of Transportation Dispatcher**

BACKGROUND:

Recently, a review of the transportation department was conducted to update job descriptions to more accurately reflect the actual duties and responsibilities of the employees within the department. This process identified the absence of the critical dispatching functions of a modern transportation system; these critical functions were being assigned as needed to other staff, spare drivers, trainers, and most notably Clerks.

During the study, staff realized that some of the specific job duties performed by the department's general Clerks were in support of the outmoded maintenance of an outdated transportation system. Today's transportation systems are based on complex software that integrates with student information systems and modern communication methods. Accordingly, the job descriptions and titles of the department's office personnel also need to be modernized.

The first position updated to reflect today's transportation realities was the Routing Coordinator. This position was formally a Chief Clerk Position.

At this meeting, the administration is submitting a newly-created position and job description, that of Transportation Dispatcher, for your review and action. The Transportation Dispatcher, if approved, will be primarily responsible for:

- Communicating information and instructions to drivers (schedules, route changes, vehicle breakdowns, accidents, emergencies) for the purpose of maintaining bus activities and advising drivers of how to resolve a variety of situations.
- Dispatching bus drivers for the purpose of meeting schedule demands.
- Resolving schedule problems (construction rerouting, substitute drivers) for the purpose for revising routes and ensuring that transportation services are not disrupted.
- Responding to inquiries from variety of sources (student, parents, police department, and teachers) for the purpose of providing information relating to bus schedules and/or routes and resolving operational problems.
- Scheduling and maintaining logs of routes, workload, special trips or special situations (vehicle break down, accidents) for the purpose of balancing work assignments and assisting drivers and trainers to accomplish their work safely and efficiently.

This proposed position will be paid at Range H (\$12.34 - \$12.76/hour) for a 211-day academic year. To fund this position a vacant Clerk II position was eliminated and a .25 FTE bus driver position was reduced. This position change is budget neutral and will not increase the District's transportation costs.

RECOMMENDATION: This is presented for the Board's approval of a new position within the Transportation Department, which the administration recommends.

INITIATED BY:



Todd A. Jaeger, Associate to the Superintendent

Date: April 8, 2016



Patrick Nelson, Superintendent

Job Code 4011
Range H
March 2016

TRANSPORTATION DISPATCHER

QUALIFICATIONS

A. REQUIRED

- High school diploma or equivalent
- Two years of experience working in a transportation department and/or driving a school bus
- Passing score on Word/Excel skills assessment

B. DESIRED

- Bilingual Spanish/English skills
- Experience working in a school transportation setting
- Prior dispatching experience
- Possession of a valid Arizona Driver's License
- Must meet all Arizona School Bus Driver requirements at offer of employment
- Must be able to meet requirements of the Arizona Department of Public Safety Physical Performance Test
- Obtain an Arizona Class B Commercial Driver's License with a "P" endorsement within 90 day of hire
- Obtain First Aid and CPR certification for children and adults from either the American Red Cross or American Heart Association within 90 days of hire

SUMMARY

The job of Transportation Dispatcher coordinates the assignment of drivers and vehicles; assisting drivers with route changes; responding to questions of parents, school administration and support student transportation needs.

Reports to: Director of Transportation

ESSENTIAL FUNCTIONS

- Communicates information and instructions to drivers (schedules, route changes, vehicle breakdowns, accidents, emergencies) for the purpose of maintaining bus activities and advising drivers of how to resolve a variety of situations
- Dispatches bus drivers for the purpose of meeting schedule demands
- Resolves schedule problems (construction rerouting, substitute drivers) for the purpose for revising routes and ensuring that transportation services are not disrupted
- Respond to inquiries from variety of sources (student, parents, police department, and teachers) for the purpose of providing information relating to bus schedules and/or routes and resolving operational problems
- Schedules and maintains logs of routes, workload, special trips or special situations (vehicle break down, accidents) for the purpose of balancing work assignments and assisting drivers and trainers to accomplish their work safely and efficiently
- Supports Transportation Administration for the purpose of planning and coordinating bus routes and schedules and solving daily operational problems

ESSENTIAL FUNCTIONS – (continued)

- Responsible for calling in and coordinating substitute bus drivers or monitors
- Accepts all calls regarding student transportation issues and emergencies
- Dispatches extra vehicles and/or staff to scene of accident or breakdowns for the purpose of restoring service
- Maintains and updates route sheets for each individual schedule route for the purpose of ensuring that students are pick up and dropped off efficiently
- Demonstrates a comprehensive knowledge of all facets of roads and streets with in the district
- Operate and maintain proper two – way radio base station communications as required
- May operate school bus to transport students during normal pick – up and delivery times, extracurricular activities, such as special evening activities, sports events, graduations
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to communicate with District personnel, students and public
- Ability to meet deadlines under time constraints
- Ability to sustain extended work hours and problem situations
- Ability to understand complicated written and oral instructions
- Ability to work alone and as part of a team
- Ability to multi-task
- Ability to sit for extended periods of time
- Ability to concentrate for extended periods of time
- Ability to perform tasks requiring manual dexterity
- Ability to bend, pull, climb, stand, stoop, squat, kneel, twist and occasionally lift equipment of at least 20 pounds
- Ability to lift objects above shoulder level
- Ability to utilize radio equipment
- Ability to sort, separate and file documents and forms