

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Transportation Dispatcher

REPORTS TO: Directly: Supervisor of Transportation Services
Indirectly: Manager of Transportation Services

Purpose:

The Transportation Dispatcher is responsible for coordinating the movements of busses within the school division. The Dispatcher communicates with drivers through computers, phones or two-way radios, and ensures proper coverage of all bus routes each day and ensures buses leave and arrive on schedule. The Dispatcher is available to quickly respond to drivers as needed.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- Valid Driver's License
- A diploma or certificate from an accredited and provincially recognized technical institution or university or equivalent experience in a similar role may be considered equivalent.
- Related training such as courses in first aid, defensive driving, or heavy equipment operation would be considered an asset.
- Previous experience in the operation of a school bus would be considered an asset.
- Knowledge of highway and school bus legislation and regulations would be considered an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to work with minimal supervision.
- Ability to work as a team player with flexibility
- Demonstrate skills for planning, scheduling and record keeping of fleet information
- Knowledge in tracking maintenance, defect reporting, maintenance programs and repair history.
- Excellent oral and written communication skills
- Ability to develop and maintain positive work environment

Supervision of Other Staff:

This position does not involve the supervision of staff

Duties and Responsibilities:

Without restricting the generality of the purpose above, the Dispatcher shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Responsible for insuring all of our bus drivers check in as required. This includes reviewing and maintaining proper daily driver log information.
- Assisting drivers and parents with any problems or information on their bus route
- Assigning spare drivers to cover regular drivers wanting a leave of absence
- Assigning spare drivers to cover extra school trips
- Receiving Special Trip, Leave of absence and Substitution forms, then checking the information and processing the form as required with payroll
- Collecting and processing forms for services trips as required
- Summarizing absences of garage staff to process and forward to payroll
- Assisting mechanics when they need a bus for service

- Putting together route packages for Bus Drivers
- Tracking the movement of children for each stop
- Keeping accurate driver information as required for bus endorsements & drivers' licenses.
- Keep an up-to-date binder of all bus licenses
- Ensuring all licenses for drivers are current
- Attend transportation meetings as required by the Manager of Transportation Services
- Be knowledgeable and supportive of applicable Operational policies and procedures.
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public.
- May perform other related duties as assigned by the supervisor.

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should a Dispatcher discuss, in public, information pertaining to a students or staff. A Dispatcher is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The employee is expected to work independently and as a team member of NESD staff.

Client/Peer Contact

This position is expected to work independently and as a team member of both the transportation department staff and the school-division staff.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor and is expected to seek clarification and direction on any matters of concern.

Salary Grid: Dispatcher

The salary grid for the Dispatcher is tied to the following grid:

Non-Unionized Administrative Guidelines

Approved By:	Dean Biesenthal
Date Approved:	April 2012
Reviewed:	