



Job Title: **Bus Dispatcher/Field Trip Assistant**

Department: **Transportation**

Supervisor: **Director of Transportation**

Lane Placement: **ESP Lane 7**

Schedule: **8 hrs. / Varies** Evaluation Group: **JCES 12**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Transportation, the Bus Dispatcher/ Field Trip Assistant will monitor the Transportation Department two-way radio communications and interact with bus drivers and other transportation employees for operational assistance and emergencies. Incumbent enters data into computer from reports submitted to office. Incumbent type's letters, memos and reports pertaining to field trips, special activities and anything needed to assist in departmental functions. Incumbent prepares bills, maintains files, and schedules and coordinates buses with the Shop Foreman and drivers for all special activities.

ESSENTIAL FUNCTIONS

- Requires effective interpersonal skills. Interacts with principals, athletic directors, custodians, maintenance employees and police agencies.
- Interacts with general public on call-ins.
- Requires good judgment in acting on reported activities, referring matters to the proper people. Proper procedures are outlined, but appropriate actions vary due to circumstances (e.g., calling fire department for fire alarm, notifying officers of reported problems and keeping officers informed in dangerous situations).
- Requires ability to multi-task and handle stress while maintaining a positive attitude with parents, drivers, attendants and all school and office personnel.
- Requires the ability to drive a school bus.
- Knowledge of routes and drivers is important.
- Perform functions in EDUTRAKKER/EDULOG and AESOP systems.
- Schedules and coordinates buses with Shop Foreman and drivers for all special activities (e.g. sports tournaments, debate, drama, music, symphonies, school field trips).
- Provides clerical support to the department (e.g. typing, filing, compiling, documenting, billing etc.)
- Maintains confidential information both written and oral.
- Participate in training sessions when assigned.
- Maintains and monitors accuracy of computer and other records.
- Use computer software to generate reports, documents and other materials.
- Use computer to research and find needed information.
- Fills out forms.
- Receive timesheets and confirm hours on the Aesop System.
- Other duties as assigned.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as review by the Department of Human Resources. Verification may be required.
- Requires prior job related work experience.
- Current CDL license with proper school bus endorsements required or obtainable within three months.
- Must have strong computer and telephone skills.
- Knowledge and skills with Skyward, EDUTRAKKER/EDULOG and AESOP.
- Must successfully complete one week orientation training. May attend various seminars and training classes that are offered.
- Must demonstrate competence in reading, writing and basic math.
- Requires excellent communication skills, both verbal and written.
- Requires some independent exercise of judgment, problem solving and initiation of activities within job descriptions.
- Requires one year prior job related work experience with demonstrated competence.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires the ability to pass the drivers physical assessment and hold a DOT physical card.
- Requires ability to lift a minimum fifty (50) pounds.
- Requires ability to sit, stand, walk; uses arms and hands to reach and hold, hands and fingers to grasp and feel.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (50) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020