**Transportation Dispatcher Interview**

Name of Candidate:

Interviewers:

1. The Transportation Dispatcher position is much different than a typical APA in terms of job description and responsibility. Please tell us how your past work experience and education relates to the duties and qualifications of this position?
2. After reviewing the job description, are there any areas which you are unfamiliar with?
3. What do you expect to be the biggest challenge with this position?
4. Describe your computer proficiency and how it relates to the qualifications of this position? What programs have you worked with? Edulog? SchoolDude? PowerSchools?
5. Describe your work ethic?
6. How would you describe your verbal communication skills? Written?
7. How are you at effectively dealing with public and staff? Give some examples.
8. How are you at dealing with difficult people? Give some examples.
9. How do you handle stressful situations? Give some examples.
10. What do you feel is your greatest strength? What area do you feel you need to improve on?
11. Why are you interested in having this position?
12. You receive a call from an angry parent stating that the bus didn’t stop at their child’s house and they have no way to get them to school. How would you handle this situation?
13. You receive a call over the two-way radio from a driver stating that they have just been involved in an injury accident. How would you handle this situation?
14. You receive a call from the Athletic Department stating that the buses are 20 minutes late picking up the sports team and they may miss the game. How would you handle this situation?
15. You have scheduled a driver to pick up students for a field trip immediately after school. The driver calls you five minutes before departure and says they are too sick to do the run. How would you handle this situation?
16. A major responsibility of this job is to prepare and maintain the transportation routes. What process would you use to complete the routes during the summer to ensure they are ready for the start of school? Do you feel the time off in July will be a major hurdle to accomplishing this?
17. What you have enjoyed the most while working for (School District)?
18. Do you have any questions regarding this position?

Recommend Hiring: ❒ Yes ❒ no

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Contact Name Date