



POSITION TITLE:	RTC Dispatcher	FSLA:	Non-Exempt
REPORTS TO:	Transportation Supervisor	UPDATED:	September 2017
SALARY/BENEFITS:	\$15.01 - \$18.24	SCHEDULE:	11 - month

POSITION PURPOSE

Assist transportation supervisor in the area of dispatching bus drivers to ensure safe, timely transportation of district students to school and school related events. Assist in the development and maintenance of bus routes. Assist with emergencies and adjustments due to accidents, weather, breakdowns or school schedules. Assist parents, drivers and school administrators in the resolution of problem situations.

ESSENTIAL FUNCTIONS

Note: These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Other duties may be assigned.

- Assigns bus drivers and substitutes in absence of supervisor
- Drive bus runs, routes and extra trips if necessary
- Assists with routine office operations
- Promotes safety practices for all transportation employees
- Maintains accurate records
- Answers phone and two-way radio
- Makes calls to parents for drivers, id necessary
- Maintains a working knowledge of school bus laws and policies
- Maintains a working knowledge of school bus rules
- Assist in developing, monitoring and modifying bus routes to maintain an efficient and effective transportation department
- Good attendance is a must
- Maintains accurate office records

ADDITIONAL DUTIES

- Performs other related tasks as assigned

EDUCATION and/or EXPERIENCE

- High School or GED with basic computer courses
- Experience in general transportation operations, valid driver's license with CDL-BPS with Passenger & School Bus endorsement

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and

procedure manuals. Ability to write routine reports and correspondence. Ability to speak professionally before parents, staff and students.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS & ABILITIES

Personal Computer and spreadsheet skills. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is continuously required to sit and talk or hear. The employee occasionally will walk and stand. The employee will frequently repeat the same hand arm motion many times. Occasionally, but essentially, the employee will drive a vehicle. Specific vision abilities required by this job include close vision, and color vision. Some driving is necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours and meet multiple demands from several people.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. Work is performed indoors.

TO APPLY: Click here: [Dispatcher for the Regional Transportation Collaborative](#), or visit: [LivingstonESA.org → Employment Opportunities](#)

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

The Livingston Educational Service Agency does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

Inquiries regarding non-discrimination policies should be directed to the Deputy Superintendent, Employee Services Department.