

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

<u>TRANSPORTATION DISPATCH SPECIALIST</u>
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Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Six Years Previous school bus transportation or related experience
- Must have good people and communication skills
- Must assist in Hurricane Evacuations
- Must be efficient in MS Office software
- Must excel in organizing and assigning people to duties

Desired Qualifications:

- Possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Pass a Medical Examination Report for Commercial Driver Fitness Determination

Performance Responsibilities:

- Monitor two-way radio and respond to school bus operator calls for assistance and routine checks
- Inform schools of late buses, accidents, and discipline situations
- Ensure that all buses are operating and on time
- Advise administration available of any shortfall and take action to dispatch a backup unit
- Assign utility bus operators and utility bus attendants to routes
- Assign substitute bus operators and substitute bus attendants to routes
- Update bus substitution in parent application software
- Send late bus notifications to parents in parent application software
- Maintain bus accident/incident report database
- Maintain and update bus stop waiver database
- Maintain student health care plan database
- Coordinate hurricane evacuation transportation
- Assist Field Trips Secretary on late minute field trips assignments
- Assist Route Specialist with routing data and route building
- Respond to incoming phone calls seeking information on bus routes, times, bus problems and all transportation matters
- Must have the ability to relate to parents, students and school personnel while dealing with bus problems and/or emergency situations
- Must work well under stress
- Serve as a coordinator between bus operators and schools
- Forward school and operator requests
- Perform other duties as assigned by the Transportation Operations Manager and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Transportation Operations Manager and/or designee

Evaluation:

Annual evaluation and Mid-Year Progress Report done by the Transportation Operations Manager and/or administrative designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

78029

Board Approved:

Revised: