

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

DISPATCHER

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- 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
- 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 - Noninstructional Level M

Job Code:

78029

Board Approved: 08/18/98

Revised: 06/20/06, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 03/28/23