

Job Description

Title: Dispatcher/Trainer/Driver

Reports to: Transportation Manager

General Summary: Routes and schedules students on District vans. Provides communication between parents and staff. Assists in training and driver supervision.

Essential Functions:

1. Serves as a dispatcher to route and schedule District vans/students. Schedules special requests for drivers as needed. Receives and communicates daily questions and requests from parents, drivers and staff. Prepares appropriate paperwork and reports as required. (50%)
2. Trains new drivers and existing drivers. (25%)
3. Schedules needed maintenance on District vans. (15%)
4. Assist Transportation Manager with coordination of contract transportation services as assigned. (10%)
5. Able to react to change productively and handle other essential duties as assigned.
6. Serves as a Sub-Driver as needed.

Qualifications:

Education Level: High School Diploma or equivalent

Certification or Licensure: Valid Nebraska Drivers License and State Bus Permit

Experience desired: Experience with Microsoft Excel and Word.

Other requirements: Safe driving record as verified by the Dept. of Motor Vehicles.
Successful completion of the State of Nebraska Level I & II school bus driver training and first aid training
Pass the annual physical exam and drug screening for bus drivers.
Ability to communicate successfully with staff and parents
Ability to establish and maintain cooperative working relationships with staff and others.

Special Requirements:	Occasional 1-32%	Frequently 33-66%	Constant 67% +
1. Standing		X	
2. Walking		X	
3. Sitting	X		
4. Lifting <u>60</u> lb maximum		X	
5. Carrying <u>50</u> feet	X		
6. Pushing/pulling <u>70</u> lbs of force	X		
7. Climbing/Balancing	X		
8. Stooping/Kneeling/Crouching/Crawling	X		
9. Reaching/Handling		X	
10. Speaking/Hearing		X	
11. Seeing/Depth Perception/Color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor or building principal as delegated by the Superintendent of Schools.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Millard Public Schools

March, 2006; Reviewed February, 2014