

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Bus Dispatcher

BAND	GRADE	SUBGRADE
A	1	3
DEPARTMENT: Transportation	ACCOUNTABLE TO: Director	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for dispatching and ensuring bus routes are covered. Duties include: using a two way radio to dispatch drivers to ensure all routes are covered; listening to parents' concerns and complaints regarding bus routes; scheduling vans and cars for District employees within established guidelines; ensuring cars are fueled and cleaned; maintaining driver and monitor rosters; tracking time sheets; scheduling bus evacuations; posting and assigning routes; setting up and assigning school routes; serving as a backup bus driver; and assists with driver training as needed.		
DISTINGUISHING CHARACTERISTICS: The Bus Dispatcher is a stand-alone classification, which is distinguished from other classes by its dispatch responsibilities and its requirement to serve as a backup Bus Driver.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Ensures bus routes are covered throughout the day by using a two-way radio to dispatch drivers.	Daily	A1
2.	Listening to complaints and concerns of parents regarding bus routes, schedules, and telephone and record information.	Daily	A1
3.	Schedules District vans and cars for employee use.	Daily	A1
4.	Ensures vehicles are clean and fueled.	Daily	A1
5.	Maintains records to include updating the roster of drivers and relief drivers and tracking time sheets.	Daily	A1
6.	Sets up, assigns, and posts summer school routes and summer field trip routes.	Daily	A1

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7.	Serves as a backup bus driver.	Monthly	A1
8.	Posts and assigns new routes for bidding.	Monthly	A1
9.	Schedules bus evacuation drills for schools and drivers.	Bi-annually	A1
10.	Conducts on the road training and Bus Certification.	As Required	B2
11.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Traffic laws;
- Dispatching practices;
- Emergency procedures;
- School bus minimum standards;
- CDL Manual;
- Basic computer skills.

Skills (position requirements at entry):

Skill in:

- Using a two-way radio;
- Using computers and related software applications;
- Operating a bus;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and two years of office or dispatcher experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Incumbents are required to be 18 years or older.

Licensing Requirements (position requirements at entry):

- Arizona Commercial Driver's License (Class B) with passenger endorsement;
- Cardio Pulmonary Resuscitation (CPR) Certification;
- First Aid Certification;
- Classroom Instructor Certification;
- Behind the Wheel Certification.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, fingering, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to fumes, odors, and travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

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