

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
DISPATCH-ROUTING SPECIALIST

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Garage & Transportation	B/2/2-B/2/3	Nonexempt

<u>CLASS SUMMARY:</u>
<p>The Transportation Dispatch-Routing Specialist position provides dispatch, administrative and technical support related to student busing and related forms of transportation. Responsibilities may include assigning regular and special education bus drivers and FIT van drivers; orchestrating student busing needs daily; updating and monitoring routing systems; responding to inquiries from students, parents and/or staff regarding bus stop locations, schedules and/or other route changes; monitoring GPS for bus activities; coordinating bus and other vehicle repairs with the Fleet Supervisor; administering field trip coordination, planning and billing; performing records and billing management; and maintaining District transportation technology systems.</p> <p>As assigned, incumbents may act as Lead worker for other Dispatch-Routing Specialists making work assignments and determining work completion. The Lead worker responsibilities may also include coordinating transportation routing District-wide; reviewing GPS technical information identifying issues; maintaining GPS hardware and bus video system hardware/software; and</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
As assigned, dispatches, schedules and monitors completion of daily pupil transportation activities including customer service; assigning drivers to vacant routes and contacting staff to perform unscheduled driving; monitoring GPS for bus activities; and preparing reports related to driver operations, attendance and compliance to operational standards.	Daily 45%	B/2
As assigned, reviews route change requests; makes changes within the routing software; and notifies relevant drivers, school staff and parents.	Daily 20%	B/2
Responds to inquiries from students, parents, and/or staff (e.g. stop locations, schedule, state regulated policies, etc.) to provide information regarding transportation services including meeting with drivers regarding students, routes and schedules.	Daily 15%	B/2
As assigned, collects electronic and hard copy files, compiles and analyzes data in working spreadsheets and databases.	Weekly 5%	B/2
Serves as backup bus driver.	Weekly 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	



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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to the role of Transportation Systems Technician may be responsible for:

- Manages all field trip coordination, planning and billing.
- Manages transportation documents as they relate to daily ridership / route mileage and prepare databases for annual 100-day reporting to the Arizona Department of Education.
- Collects electronic and hard copy files, compiles and analyzes data in spreadsheets and databases necessary to support transportation operations.
- Plans and manages Medicaid database for accuracy and timely submission.
- Manage district's white fleet use requests and ensure vehicle's preparedness.

Training And Experience:

High School Diploma or GED and one to two years of bus driving and/or scheduling experience ; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed.

Licensing/Certification Requirements:

- AZ Commercial Driver's License with P&S Endorsement;
- AZ School Bus Driver's Certificate;
- CPR Certificate with AED; and
- First Aid Certificate.

Knowledge of:

- Microsoft Office programs such as Outlook, Excel, PowerPoint and Word;
- Routing systems;
- GPS; and Google Suite, Versatrans, Geotab, DSTop
- Fleet Garage Management and Field Trip Scheduling software.
- Knowledge of relevant federal, state, and local laws, as pertaining to public education/transportation, fleet practices, techniques and safety procedures.

Skill In:

- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience;
- Working in a potentially stressful environment with time limits, time-sensitive deadlines and other work-related demands;
- Maintaining confidentiality in interactions with other team members;
- Verbal communications skills including two-way communications;
- Strong organizational skills;
- Scheduling and routing transportation services; and
- Driving a school bus.



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Class History Information:

Prepared by Fox Lawson 3.11.15

Updated by Gallagher 7.10.20

