POSITION DESCRIPTION

TITLE: Assistant Dispatcher
LOCATION: Transportation
REPORTS TO: Transportation Manager
DEPARTMENT: Transportation

SUMMARY STATEMENT:
Under the supervision of the Transportation Manager, the Assistant Dispatcher position's primary responsibility is to support the dispatch and training team in all areas. Focusing on the safe and efficient transportation between home and school, as well as other destinations within or outside the district boundaries.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via e-mail, and in writing.
2. Answer and direct incoming calls and/or respond to inquiries from the staff and the general public.
3. Operate the two-way radio for communication with bus drivers.
4. Assist with calling substitute drivers and maintaining dispatch guide for assigning routes.
5. Document and report to the Manager findings regarding complaints about stop locations, driver schedules, and bus capacities.
6. Assist drivers in the performance of their duties.
7. Assist in daily input, maintenance, and editing of routing software program.
8. Help construct and maintain pin maps for departments and school administration use.
9. Assist in updating changes in bus routes for bus stops as required.
10. Assist in preparing the State Report for Transportation.
11. Monitor DVR & VCR equipment to make sure all units are working properly to include installation and extracting DVR's and hard drives.
12. Monitor all bus routes, schedules, and stops for safety requirements.
13. Inspect buses for cleanliness and safety equipment.
15. Participate in parent/student conferences in an effort to resolve misconduct and unsafe conditions which involve the Transportation system.

Additional Specific Physical Demands Required:
• Must be able to sit in seat of a school bus for up to a minimum three-hour time frame (reference Section 391.41-Federal Regulation).
• Must be able to operate all hand and foot controls installed in a school bus (reference WAC 180.20.215).
• Must possess sufficient strength and agility to move about in a school bus as required to provide assistance to students in evacuating the bus (reference 190.20.215).
• Must possess sufficient strength and ability to assist ill or physically impaired students to enter or exit a school bus through the passenger service door (reference WAC180.20.215).
• Must possess sufficient hearing capability to detect and distinguish traffic sound occurring from any direction outside the bus such as horns, whistles, sirens, trains, bells, etc. from a distance (reference WAC 180.20.215).
• Must be able to hang a set of tire chains (reference WAC 180.20.215).
• Vision 20/40 in best eye, with or without correction, approximately 140 degrees peripheral, which as a single criteria shall not be excluding; and depth perception adequate to reasonably determine distance and closing rate of other moving vehicles from a stationary or moving school bus. Eye coordination to avoid diplopia; color vision must be adequate to distinguish the colors of red, green, and amber of a traffic light (reference WAC 180.20.215).

OTHER RESPONSIBILITIES:
1. May be required to drive bus on occasion.
2. Support dispatch in all facets as needed.
3. Assist assistant driver trainer as needed.
4. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Task</th>
<th>Speaking (66-100%)</th>
<th>Writing (66-100%)</th>
<th>Standing (33-66%)</th>
<th>Vision (66-100%)</th>
<th>Acceptable Attendance</th>
<th>Reaching (33-66%)</th>
<th>Bending (33-66%)</th>
<th>Pushing/Pulling (Up to 33%)</th>
<th>Sitting (33-66%)</th>
<th>Lifting/Carrying up to 30 lbs. (33-66%)</th>
<th>Hearing (66-100%)</th>
<th>Use of hands and/or arms for repetitive motion (66-100%)</th>
</tr>
</thead>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Task</th>
<th>Constant Interruptions (66-100%)</th>
<th>Verbal Communications (66-100%)</th>
<th>Multiple Concurrent Tasks (66-100%)</th>
<th>Problem Solving (66-100%)</th>
<th>Confidentiality (66-100%)</th>
<th>Detailed Work (66-100%)</th>
<th>Reading Documents (66-100%)</th>
<th>Written Communications (66-100%)</th>
<th>Staff Contact (66-100%)</th>
</tr>
</thead>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously 
(33-66%) = Frequently 
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Dell/PC (clone), telephone, two-way radio, satellite phone, calculator, copy machine, FAX machine, and all other tools and equipment necessary to perform the essential functions as outlined above.

MINIMUM QUALIFICATIONS:
(Testing may be required)
1. Light typing/keyboarding (35-50 wpm).
2. Demonstrated ability to effectively operate a multiple-line telephone
3. Demonstrated ability to effectively operate a two-way radio system.
4. Must have the ability to perform under conditions of constant interruption and perform under deadline pressure.
5. Must have a working knowledge of school transportation.
6. Demonstrated ability to effectively communicate with staff and the general public both orally and in writing.
7. Demonstrated ability to operate the computer, using Windows XP environment and related applications.
8. Knowledge and skills of Versatrans or the ability to learn.
9. Demonstrated ability and willingness to learn new types of computer software and programs.
10. Demonstrated ability to operate the office equipment listed above.
11. Demonstrated ability to do math calculations and time and distance estimates.
12. Demonstrated ability to problem solve.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
14. Must possess a valid Washington State Class B Commercial Driver’s License (CDL) with “P” (Passenger) and “S” (School Bus) endorsements.
16. Must possess a valid First Aid/CPR card, or be able to acquire one within 30 days.
17. Must possess a current DOT physical card.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: _______________________________ Date: ______________

District: _______________________________ Date: ______________

Revised Date: 5/18/16 Transportation
Classification: Assistant Driver Trainer
Class: Yes
Display on Web? Yes

Assistant Dispatcher