



Longview Independent School District

JOB DESCRIPTION BUS DISPATCHER

JOB TITLE:	Bus Dispatcher	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Transportation	TERMS:	260 Days
DEPARTMENT:	Transportation	PAY GRADE:	Manual Trades 4

PRIMARY PURPOSE:

Coordinate assignments and schedules of bus drivers, routes, and vehicles to ensure safe, efficient, and economical transportation services

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
Valid Texas commercial driver's license

Special Knowledge/Skills:

- Effective telephone and communication skills
- Ability to receive and give verbal instructions effectively
- Ability to pass alcohol and drug test
- Proficient map reading skills

Experience:

Three years experience as certified school bus driver

MAJOR RESPONSIBILITIES AND DUTIES:

Routes and Schedules

1. Assist or handle assignments of bus drivers, bus routes, vehicles, and substitutes for morning and afternoon shifts
2. Assist with or coordinate extracurricular transportation

Communication

3. Dispatch drivers and vehicles and communicate with them using a telephone and two-way radio



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MAJOR RESPONSIBILITIES AND DUTIES:

Communication (continued)

4. Notify drivers, parents, and school personnel of any changes in a student's bus service, such as an address change, change in pick-up and drop-off location, change in time or bus change
5. Maintain good public relations with students and school personnel
6. Communicate with students, parents, staff, and community about their complaints with drivers, buses, routes, and safety
7. Communicate with drivers about problems or concerns they have with parents, students, teachers, and coworkers
8. Interact with special program administrators and school officials concerning transportation of special education students
9. Help school place new students on buses and advise drivers of new or dismissed students
10. Serve as substitute bus driver

Other

11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business
14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular and prompt attendance
16. Other duties as assigned

EQUIPMENT USED:

Radio communications equipment, computer, typewriter, and intercom system



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SUPERVISORY RESPONSIBILITIES:

WORKING CONDITIONS:

Mental Demands:

Clear speech; ability to drive school bus; reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Repetitive hand motions; early shift work; frequent standing, stooping, bending, pulling and pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; prolonged use of computer terminal possible; district and state travel may or may not be required; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION: Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2013