

**BEMIDJI AREA SCHOOLS**  
POSITION JOB DESCRIPTION

ORIGINATION DATE: 8-16-94  
LAST REVISION DATE: 11-5-11  
BAND & GRADE: B-2-2-4

POSITION TITLE - Transportation Secretary / Dispatcher

IMMEDIATE SUPERVISOR -Transportation Coordinator

Job Summary (Basic Purpose of Position)

Coordinate the daily flow of drivers and vehicles for the school district. Perform clerical work in the areas of vehicle maintenance. Provide after hours contact for emergency and sick leave requests.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
1.0 Bus Dispatcher				Knowledge of:	
1.1 Keep accurate lists of spare buses and drivers and dispatch as necessary.	B	15/D		1. Routing Software	1.1 School vehicles were dispatched with consideration given to student count or people in need of vehicles.
1.2 Schedules and makes arrangements for special trips and activities including assigning vehicles and drivers.	A	12/D		2. School bus routes	1.2 Drivers for extra trips were qualified for the job performed.
1.3 Assist in the scheduling and correction of routes maintaining efficiency and time requirements.	B	4/W		3. Transportation operation procedures	1.3 Bus routes and stops are on file and bus routes are time and mile efficient.
1.4 Prepare for registration and school opening.	A	7/A		4. Telephone procedures and etiquette.	1.4 All information and related materials were ready for school opening.
1.5 Maintains files of all bus driver complaints, stop arm violations, and parent and student complaints.	A	2/D		5. Maintenance software.	1.5 Files are complete and easily accessed.
				6. Office equipment.	
				7. Department and District policies and procedures.	
				8. Correct grammar usage, spelling and punctuation.	

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.6 Assigns credit cards and keys. Gives instructions on filling out forms.	A	2/D		Ability to: 1. Deal with route/student/driver problems promptly 2. Communicate clearly and effectively. 3. Organize 4. Plan 5. Work cooperatively. 6. Manage time. 7. Establish positive work relationships. 8. Demonstrate consistent and reliable attendance.  Skill in: 1. Operating computers 2. Operating 2-way radio 3. Operating office equipment. 4. Using time effectively.	1.6 Credit cards and gate keys were issued to individuals using school vehicles.
1.7 Answers department phones and directs callers to proper individuals.	A	7/D			1.7 Calls are routed correctly and promptly, messages taken accurately.
1.8 Provides after hours assistance as necessary.	A				1.8 Rental vehicles are reserved when needed.
1.9 Make reservations for rental vehicle requests.	A				
2.0 Vehicle Maintenance					
2.1 Prepare and Update Vehicle Maintenance Records	A	12/D			2.1 Forms are ready for school bus technicians to perform daily work.
2.2 Assign appointments for buses and other transportation vehicles for maintenance with shop, file repair forms.	A	15/D			2.2 Forms are ready for school bus technicians to perform summer bus maintenance requirements before state inspections.
2.3 Prepare summer bus maintenance forms for state inspections.	A	2/A			2.3 Records are up to date and available for review by school bus technicians.
2.4 Enter vehicle repair information into computerized maintenance program.	A	10/D			
3.0 After Hours Scheduling					
3.1 Receive after hours calls for emergency leave requests.		5/W		3.1 Answer after hours calls for emergency leave.	
3.2 Make arrangements to fill needed positions.		5/W		3.2 No routes are left vacant for bus routes.	