

# BEMIDJI AREA SCHOOLS

## POSITION JOB DESCRIPTION

POSITION TITLE Transportation Dispatcher/ Clerk  
 IMMEDIATE SUPERVISOR Transportation Coordinator

ORIGINATION DATE January 25 2001  
 LAST REVISION DATE March 3 2004  
 BAND & GRADE A-1-1-1

SUPERVISOR \_\_\_\_\_

EMPLOYEE \_\_\_\_\_

PAGE: 1 OF 2

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

### JOB SUMMARY (Basic Purpose of Position)

Perform daily dispatch and office duties. Perform clerical work in areas of vehicle maintenance and fuel inventory. Assist in daily operation of the Transportation Department.

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 Funcion	PERFORMANCE STANDARDS: How Will You Know the Job is Done?
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Note: List each major job function prior to listing of routine duties, skills, and performance standards

1.00 Assist in the daily operation of the Transportation Department.				Knowledge of:	
1.01 Answer department phones, direct calls to appropriate individuals, record parent complaints, accept student address changes, day care information.	A	D 17%		<ol style="list-style-type: none"> <li>1. Computer hardware and software.</li> <li>2. Telephone procedures and manners.</li> <li>3. District policies and procedures.</li> <li>4. Correct grammer, spelling and punctuation.</li> <li>5. Human relations skills.</li> <li>6. Transportation student discipline policy.</li> </ol>	1.01 Calls are routed correctly and promptly, messages taken accurately. Parent complaint calls are recorded on proper form and distributed to the director.
1.02 Assist in recording special trips, activities and vans.	A	D 1%			1.02 All information was recorded correctly to further facilitate final arrangements.
1.03 Record stop arm violations as they come in over two-way radio, report immediately to police department.	A	D 1%		Ability to:	1.03 Proper form is completed and filed. Information is verbally delivered to the police department over the phone.
2.00 Student discipline.	B	D 50%		<ol style="list-style-type: none"> <li>1. Communicate clearly and effectively.</li> <li>2. Maintain accurate records.</li> <li>3. Manage time.</li> <li>4. Plan and organize.</li> </ol>	2.01 All student problems were handled in the best interest of all passengers.
2.01 Collects, records, files, and assists in administering school bus discipline procedures.					

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**Note:** List each major job function prior to listing of routine duties, skills, and performance standards

<p>2.02 Other tasks as assigned by supervisor.</p> <p>3.00 Two Way Radio Communication Primary P.M. Dispatch.</p> <p>3.01 Communicate pertinent information to drivers regarding students on their bus routes involving last minute pick up/drop off locations differing from normal routine.</p> <p>3.02 Contact parents or guardians at driver's request to obtain drop off approval when no adult is present or to inquire about an alternate site for care.</p> <p>3.03 Communicate general messages/stop-arm violations, etc.</p> <p>4.00 Provide after Hours Emergency Assistance as Necessary.</p> <p>4.01 Provide safe and supervised temporary care at Transportation Department of students whose drop off location is unknown or where a driver feels an unsafe condition exists. Remain with child until a parent or guardian is contacted and pick up of child is arranged.</p> <p>5.00 Perform Other Job Related Duties as Assigned by the Supervisor.</p>	<p>A2</p> <p>A</p> <p>A</p> <p>A</p>	<p>D 17%</p> <p>D 4%</p> <p>D 8%</p> <p>W 2%</p>		<p>Skills:</p> <ol style="list-style-type: none"> <li>1. Operate office machines.</li> <li>2. Operate a two-way radio.</li> <li>3. Type.</li> </ol>	<p>3.01 Children are safely picked up and delivered to proper location.</p> <p>3.02 Home location is contacted for safe drop off approval and location. Information is transmitted to driver and child is transported to site where supervised care can be provided.</p> <p>3.03 Drivers' calls on two-way radio are answered clearly and promptly.</p> <p>4.01 Child is safely supervised until picked up at Transportation Office. After hours problems are handled promptly and efficiently.</p> <p>5.00 Other duties were performed as requested.</p>
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