

**BEMIDJI AREA SCHOOLS**  
POSITION JOB DESCRIPTION

POSITION TITLE Transportation Dispatcher/Clerk

ORIGINATION DATE 1/25/2001

LAST REVISION DATE 3/3/2004

IMMEDIATE SUPERVISOR Transportation Coordinator

BAND & GRADE A-1-1-1

**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.

**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?
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.				<b>Knowledge of:</b>	
1.01 Answer department phones, direct calls to appropriate individuals, record parent complaints, accept student address changes, day care information.	A	D 17%		1. Computer hardware and software.	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%		2. Telephone procedures and manners.	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%		3. District policies and procedures.	1.03 Proper form is completed and filed. Information is verbally delivered to the police department over the phone.
2.00 Student discipline.				4. Correct grammar, spelling and punctuation.	
2.01 Collects, records, files and assists in administering school bus discipline procedures.	B	D 50%		5. Human relations skills.	2.01 All student problems were handled in the best interest of all passengers.
2.02 Other tasks as assigned by supervisor.				6. Transportation student discipline policy.	
3.00 Two-way radio communication primary p.m. dispatch.				<b>Ability to:</b>	
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.	A2	D 17%		1. Communicate clearly and effectively.	3.01 Children are safely picked up and delivered to proper location.
3.02 Contact parents or guardians at driver's request to obtain drop off approval when no	A	D 4%		2. Maintain accurate records.	3.02 Home location is contacted for safe drop off approval and location. Information is transmitted to driver and child is
				3. Manage time.	
				4. Plan and organize.	
				<b>Skills:</b>	
				1. Operate office machines.	
				2. Operate a two-way radio.	
				3. Type.	

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

<p>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>A</p> <p>A</p>	<p>D 8%</p> <p>W 2%</p>			<p>transported to site where supervised care can be provided.</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>
--	-------------------	-------------------------	--	--	---