



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Dispatch Assistant Summer**
Job Family: **Transportation**
Prepared/Revised Date: **May 14, 2024**

FLSA Status: **Non-Exempt**
Pay Range: **S Schedule – SU09**
Job Code: **50406**

SUMMARY: Assist Dispatcher in maintaining bus schedules through the timely assignment of personnel and equipment. Help Dispatcher manage and direct communication within the Transportation Department. Provide immediate support for drivers and paraprofessionals on student transportation issues under direction of Dispatcher.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Assist Dispatcher in operating multiple line telephone system, two-way radio, and multiple software programs. Uphold appropriate radio protocol and procedures in accordance with District policy and Federal Communications Commission (FCC) regulations.	D	25%
2. Help Dispatcher to ensure all bus routes are being driven at the proper times and with appropriate personnel and equipment.	D	20%
3. Support in maintaining weekly reports and records with direction of Dispatcher.	D	20%
4. Support in maintaining logs of daily activities to include phone calls and assignments with direction of Dispatcher.	D	10%
5. Contact and schedule substitute bus drivers and paraprofessionals for routes and activity trips when directed by Dispatcher.	D	7%
6. Relay pertinent information provided by Dispatcher to all bus drivers regarding student cancellations, and road and weather conditions.	D	5%
7. Attend work and arrive in a timely manner.	D	1%
8. Provide information from Dispatcher to appropriate supervisors regarding employee absences, tardiness, last minute assignments of personnel and buses, accidents, and late arrivals to bus stops and/or schools.	W	5%
9. Support multi-function vehicle assignment.	M	2%
10. Support Activities Scheduler by communicating information and updates to Dispatcher and activity trip bus drivers regarding time changes, destinations, and cancellations.	D	2%
11. May substitute as bus driver when needed.	A	1%
12. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent with one or more years of experience in the operation of buses required
- Bus driving experience within Poudre School District preferred
- Equivalent combination of education and experience acceptable



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Be at least 21 years old and obtain a Commercial Driver’s License (CDL) Class B with P2 and S endorsement required within 60 days of hire
- First Aid certification required within 60 days of hire
- Must meet District driver insurability requirements

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills desirable
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability and willingness to be on call and/or respond to calls 24/7
- Knowledge of local, state and federal laws, and Poudre School District and Transportation Department policies and procedures
- Knowledge of applicable FCC regulations for two-way radio communication
- Ability to function in a high stress environment, multi-task, and react quickly to emergency situations
- Knowledge of District bus routes and the ability to assign appropriate personnel to cover routes based on abilities and certifications
- Strong geographical knowledge of Poudre School District and surrounding areas
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with District software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with: interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; and addressing complaints and resolving problems
- Responsible for supervising the behavior and well-being of students while loading, transporting, and unloading from the bus



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)			X	
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	