

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

DISPATCHER

JOB SUMMARY: Under the supervision of the Transportation Supervisor, perform a variety of duties to ensure the efficient operation of the department, including dispatching drivers and buses, coordination of routes and trips and maintaining accurate records. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Develop routes and schedule bus drivers and buses for maximum safety, effectiveness and efficiency.
- Coordinate and schedule regular routes, special education routes and trips.
- Dispatch buses and drivers to meet scheduled and emergency needs.
- Notify and provide instruction to regular drivers and/or substitute drivers.
- Maintain appropriate records for employees driving district vehicles.
- Establish and maintain effective relationships with staff, students, parents and community groups.
- Maintain strict confidentiality and display ethical behavior in a wide variety of situations.
- Coordinate resolution of on bus-problems, parent concerns, and other requests.
- Drive a bus on scheduled routes and/or trips when necessary.
- Maintain pleasant demeanor in difficult situations; maintain successful working relationships with diverse personalities.
- Assist physically ill or impaired students as needed.
- Perform other job-related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Be on call for emergencies and special weather conditions.
- Possess a valid Washington State Class B Commercial Driver's License with passenger, school bus and air brake endorsements.
- Possess a valid first aid/CPR card.
- Possess a valid/current DOT medical certificate.
- Possess a high level of computer skills.
- Minimum age of twenty-one.
- High school graduate or equivalent. Successful completion of a criminal history and fingerprint check through the Washington State Patrol and FBI.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Understand and apply Washington State statutes, regulations and procedures regarding pupil transportation.
- Possess sufficient command of the English language to communicate with students, staff, parents and the general public regarding all aspects of job duties.
- Possess sufficient strength and agility to assist ill or physically impaired students.
- Possess sufficient strength and agility to move about in an overturned bus to provide assistance to students during a school bus evacuation.
- Possess conflict resolution skills.
- Have knowledge of student behavior management strategies and techniques.
- Demonstrate an understanding, patient and receptive attitude toward students of varied age groups.
- Communicate effectively in oral and written form.
- Have the ability to read and interpret street maps utilizing modern computer applications.
- Understand and carry out oral and written directions.

DESIRED CHARACTERISTICS: Reliable, prompt, good judgment, professional, accurate, courteous, strong work ethic, takes initiative and works well under pressure.

PHYSICAL DEMANDS:

- Sufficient hearing capacity to detect and distinguish traffic sounds occurring from any direction outside the bus.
- Vision of 20/40, with or without correction; depth perception adequate to reasonably determine distance and closing rate of other moving vehicles from a stationary or moving school bus; color vision adequate to distinguish the colors red, green and amber on a traffic signal.
- Exertion of 10 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Constant sitting, frequent stooping and bending and occasional ascending or descending of stairs, standing and walking.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.