

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7418  
Pay Grade: D11

FLSA: Non-Exempt

**TRANSPORTATION DISPATCHER**

**MAJOR FUNCTION:**

Position ensures a driver is assigned to operate every school bus route, monitors the status of bus routes for timely arrivals and departures, responds to driver requests for emergency assistance, and provides guidance and direction to drivers on operating policies and procedures.

**DUTIES AND RESPONSIBILITIES:**

- Dispatches drivers and monitors status of bus routes by receiving and transmitting messages, in a clear, concise and courteous manner, via two-way radio and telephone.
- Responds to inquiries from schools, drivers, and the public concerning problems with school bus routes, stops, and pupils and ensures that problems are identified and corrective action is initiated.
- Responsible for the day-to-day operation of all routes and drivers needing coverage due to breakdowns, illnesses, reassignments and/or leaves of absence--assigns relief drivers and splits routes as needed. Disseminates schedule and driver assignment changes to bus compounds and schools.
- Responds to driver requests for emergency assistance in a calm and intelligent manner--contacts authorities, initiates emergency procedures.
- Prepares and maintains logs and records of radio and telephone communications; prepares reports, and maintains/utilizes files.
- Provides guidance and direction to bus drivers on operating policies and procedures. Schedules bus drivers for drug tests and monitors time limit. Makes appointments and administers dexterity tests.
- Applies knowledge of Federal Communications Commission regulations and communication equipment.
- Performs related work as required. May be required to drive a school bus under certain circumstances.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED. Minimum of one (1) year experience as a school bus driver and demonstrated knowledge of county geography. Must possess and maintain a valid Florida class "B" commercial driver's license with passenger and school bus endorsements.

**PREFERRED:**

Office experience in communications or radio operations. Demonstrated knowledge of office and computer skills.

ISSUED: 4/97 AK; BOARD APPROVED: 8/26/97; MQ's REVISED: 7/98 PBL; BOARD APPROVED: 8/25/98; REVISED WC: 6/04 LM; TITLE CHANGE; BOARD APPROVED: 2/22/05; MQ's REVISED: 7/08 RAS; BOARD APPROVED: 10/29/08

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

## TRANSPORTATION DISPATCHER

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions		X			
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Transportation Dispatcher – SEIU