

# CHANDLER UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASSIFICATION:** TRANSPORTATION SUPPORT  
**TITLE:** TRANSPORTATION DISPATCHER  
**CALENDAR:** [DISPATCHER A](#)  
**CALENDAR:** [DISPATCHER B](#)  
**SALARY:** [GRADE 12](#)

### **Job Goal:**

Coordinate and maintain all transportation dispatch functions and programs for the district; assuring effective, professional communication and dependable transportation services.

### **Minimum Qualifications:**

- High school diploma or equivalent
- Satisfactory criminal background check
- Two years or more driving experience in student transportation
- Dispatching experience desired
- Ability to type accurately at an acceptable rate of speed, file and operate standard business equipment, including computer.
- Knowledge of computer programs including word processing, database programs and programs specific to Transportation.
- Good communication, human relation skills, and organizational skills
- Good computational skills
- Vision and hearing adequate to exercise job responsibilities in a safe manner
- Manual dexterity to operate business related equipment
- Vision and hearing adequate to exercise job responsibilities in a safe manner

### **Core Job Functions:**

- Maintain daily logs and records of activities that pertain to the transportation operation
- Work closely with the bus maintenance department to schedule buses for routine maintenance and pick up/drop off for service at out of district locations
- Analyze quickly problems and making decisions in potentially stressful situations.
- Assist with parent and student questions regarding the district transportation program, providing information and minor problem resolution for callers
- Assist in handling routing and bus stop concerns, complaints and new children within the district and reporting all major concerns to the appropriate party for resolution
- Monitor and guiding all two-way radio traffic from both Transportation sites.
- Assist other Transportation departments in a variety of areas where assigned.
- Provide professional instruction and guidance on assignments and procedures on a short term, day-to-day basis
- Make decisions in emergency situations that include lost or missing children and vehicle breakdown, notifying public safety officials when necessary and rerouting or assigning additional assets as needed.
- Assist drivers in handling student misconduct by contacting appropriate authorities and advising staff of appropriate actions for any situation
- Maintain a good working relationship with all internal and external staff, parents, and general public
- Perform all duties in a safe and prudent manner as directed.
- Follow district policies as outlined.

### **Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintaining courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

### **Physical Requirements – Office**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here 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.