

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

TRANSPORTATION DISPATCHER, Edulog

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Valid Florida Commercial Driver License Class B with Passenger and S Endorsements and verification of an acceptable driving record through the State Department of Motor Vehicles.
- Two (2) years of successful school bus driving.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- Experience in the use of a two-way radio.

SUPERVISION

REPORTS TO Supervisor of Routes and Scheduling
SUPERVISES No supervisory duties

POSITION GOAL

To maintain accurate records that are required to create a smooth flow of business and assist with facilitating the use of computers for administrative purposes.

PERFORMANCE RESPONSIBILITIES

1. * Provide support in implementing automated systems with specific emphasis on the Edulog Transportation Component.
2. * Create and maintain spreadsheet, database, word-processing, and transportation routing files.
3. * Maintain current logistical information regarding transportation operations.
4. * Maintain records of bus breakdowns and notify schools of relevant transportation problems.
5. * Keep current of technological developments and their implication on administrative computing and computerized routing.
6. * Assist with developing data collection instruments and input documents.
7. * Transmit instructions and information to exceptional student education buses regarding daily changes in bus routes.
8. * Assist with preparing and updating documentation for the various automated systems.
9. * Serve as a substitute driver or a monitor in emergency situations.
10. * Assist with routine office telephone communications and procedures.
11. Perform other duties as assigned by the Supervisor of Routes and Scheduling.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Computer Equipment, Telephone, School Bus, Wheelchair Lift, Two-Way Radio

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PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending Lowering the body forward from the waist
Crouching Bending the body downward and forward by bending leg and spine.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motion Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors / Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.
Heat The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Noise The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Vibration The worker is subject to vibration. There is exposure to oscillating movement of the extremities of the whole body.

TERMS OF EMPLOYMENT

PAY GRADE

C-B5 \$24,849 - \$44,129
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 40
Annual Hours 2064

POSITION CODES

PeopleSoft Position TBA
Personnel Category 18
EEO-5 Line 52
Function 7800
Job Code 1948
Survey Code 78029

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

November 21, 2006
October 10, 1995

ADA Information Provided by Transportation Services
Position Description Prepared by Ken Lewis