

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### TRANSPORTATION DISPATCHER

#### 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, Transportation Operations  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

***To maintain accurate records that are required to create a smooth flow of business with the dispatch office.***

#### PERFORMANCE RESPONSIBILITIES

1. \* Record and schedule leave requests for drivers and monitors and assign appropriate substitutes.
2. \* Dispatch drivers and monitors via their immediate supervisor, or directly when required.
3. \* Maintain current logistical information regarding transportation operations.
4. \* Maintain records of bus breakdowns and notify schools of relevant transportation problems.
5. \* Maintain the bus communication log.
6. \* Transmit instructions and information to exceptional student education buses regarding daily changes in bus route, students not attending, etc.
7. \* Transmit routine as well as emergency information to buses or other vehicles as required.
8. \* Receive, respond, or relay radio call information.
9. \* Comply with Federal Communications Commission rules and regulations.
10. \* Serve as a substitute driver or a monitor in emergency situations.
11. \* Assist with routine office telephone communications and procedures.
12. \* Assign field trips and other extra trips in accordance with departmental procedures.
13. Perform other duties as assigned by the Supervisor of Transportation for Operations.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Two-Way Radio, Computer, School Bus, County Vehicle, Telephone

# TRANSPORTATION DISPATCHER, Page 2

## PHYSICAL REQUIREMENTS

**Light Work** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

## 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.  
**Balancing** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.  
**Bending** Lowering the body forward from the waist  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Twisting** Moving body from the waist using a turning motion.  
**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.  
**Grasping** Applying pressure to an object with the fingers and palm.  
**Feeling** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.  
**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

**Outdoors** The worker is subject to outside environmental conditions. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.  
**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.  
**Indoors / Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.  
**Hazards** The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

## 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  
April 12, 1994

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