

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

TRANSPORTATION DISPATCHER, Field Trips

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 Manager, Payroll and Field Trips
SUPERVISES No supervisory duties

POSITION GOAL

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

PERFORMANCE RESPONSIBILITIES

1. Document needed data on the Field Trip Forms from information contained in the Field Trip Maintenance System.
2. * Dispatch drivers and monitors via their immediate supervisor, or directly when required.
3. * Maintain current logistical information regarding transportation operations.
4. * Schedule trips for all cost centers from either the Field Trip Maintenance System or an applicable request form.
5. * Assign field trips from the automated rotation system.
6. * Calculate actual field trip hours and process completed assignment forms.
7. * Transmit routine as well as emergency information to buses.
8. * Input trip completions into the automated field trip system.
9. * Generate and distribute the daily Field Trip Listing and the monthly billing and Driver's Summary reports.
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. * Schedule appointments and assist departmental personnel making inquiries about the operation of field trip systems and policies.
14. Perform other duties as assigned by the Manager, Payroll and Field Trips.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Computer, Calculator, Printer, Fax Machine, Two-Way Radio, Business Telephone, Copier, Pager, County Vehicle

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.
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.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
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 / 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.
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.
Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gases or poor ventilation.
Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

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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