

TITLE:

Transportation Office Assistant/Dispatcher

QUALIFICATIONS:

Any combination equivalent to high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, and responsible and varied bookkeeping experience; possess the necessary math and literacy skills to fulfill the performance responsibilities of the job. Demonstrated proficiency in the use of Microsoft Word and Excel.

REPORTS TO:

Director of Operations & Community Relations

PRIMARY JOB GOAL:

To oversee the smooth and effective operation of the Transportation Dept. efficiently and pleasantly. Perform highly responsible secretarial duties and provide clerical support to the staff of the Transportation Dept. applying policies and procedures within clearly specified procedures. Performs Dispatch duties utilizing the two- way radio system.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the Transportation Department principles, procedures, practices, and equipment; knowledge of district organization, operations, policies, and objectives; knowledge of State Laws and Regulations; excellent telephone techniques and etiquette; ability to operate a two-way radio system; ability to communicate clearly and concisely, both orally and in writing; ability to maintain a pleasant attitude and to establish and maintain effective working relationships with others and work effectively under minimum supervision; possess skills in various office equipment including copy machines, typewriters, computers, word processors, and peripheral equipment; proficient in typing and keyboarding skills; ability to work under pressure to meet the demands of the job; ability to establish and maintain a variety of complex and confidential files and records; ability to work confidentially with discretion; possess organizational skills and skills in basic accounting for the purpose of maintaining basic financial and other ledgers.

PERFORMANCE RESPONSIBILITIES:

Serve as secretary/dispatcher to the Transportation Department by relieving the staff of routine clerical details. Assist in greeting and receiving all visitors courteously; determine their needs and either schedule appointments with them or direct them to the proper person; Coordinate the pickup of students that have been brought back to the Bus Garage after the PM route. Assist in maintaining an attractive and comfortable reception area. Ensure that office desk, computers, machines, etc., are kept clean and properly maintained. Answer the telephone and respond appropriately to requests for information; takes phone messages and maintain phone log as required. Operate two-way radio for bus-to-bus and bus-to-base communication according to federal and local regulations and procedure giving support to the drivers. Maintain a log as required. Communicate with department employees, dispatching to needed locations to respond to routine requests or emergency situations. Communicate with outside organizations, businesses, government organizations, local police, and others as appropriate. Communicate with parents, supervisors, school administrators and department employees; receives requests, questions, concerns, and suggestions, and provides routine information and assistance or route to appropriate personnel. Assist with processing the special bus trips by entering the time and miles in the computer program and generating the Billing Report to the appropriate department and the Finance Director. Assist with processing the attendance of the personnel and substitutes for the absent employees in the Statewide computer program. Assist with the Inventory systems that involve the Transportation Department.

Assist with the processing of yearly reports utilizing various programs.
 Assist with contacting for phone, computer, copier, and shredding maintenance.
 Assist in the distribution of incoming mail; assists in the preparation of outgoing mail. Assists in the distribution of staff-related information.
 Provide detailed and technical information concerning policies, procedures, and established regulations.
 Assist in transportation changes and T-Code assignments for students.
 Assist with District Registration.
 Maintain a confidential filing system for students, staff, and equipment.
 Assist in the orientation of new and substitute employees.
 Order office supplies as needed.
 Prepare routine correspondence as directed by the Director.
 Perform related duties and assume other responsibilities as may be assigned by the Transportation Director and the Superintendent.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:

ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting	X							X			
b. Walking		X									
c. Standing		X									
d. Bending		X									
e. Squatting		X									
f. Climbing		X									
g. Kneeling		X									
h. Twisting		X									
i. Lifting		X									

LIFTING
 X 0-10 lbs. _____ 11-15 lbs. _____ 16-30 lbs. _____ Over 31 lbs.

2a. HAND MANIPULATION REQUIRED? X Yes (If yes, complete 2a,2b,2c,2d,2e)
 _____ No

2b. Repetitive hand movements? X Yes _____ No

2c. Simple Grasping?	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____
2d. Power Grasping?	Right Hand Yes _____ No <u> X </u>	Left Hand Yes _____ No <u> X </u>
2e. Pushing Pulling?	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____
2f. Fine Manipulation:	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____

3. (a) Does the job require worker to reach or work above the shoulder? X Yes _____ No
 Frequency? 2 or more

(b) Reaching at or below shoulder level? X Yes _____ No
 Frequency? 10 to 20

4. Does the job require use of his/her feet to operate foot controls or repetitive movement? _____ Yes X No

5. Are there special visual or auditory requirements? X Yes _____ No (CB Radio Dispatch)
 If yes, please describe (i.e. working with computer terminal): work with computer 6 hours daily

WORK ENVIRONMENT:

a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? _____ Yes X No

b. Is the employee exposed to fumes or airborne particles? Yes No
If yes, please specify: brake cleaner fumes / diesel fumes

BLOOD/FLUID EXPOSURE RISK: (check the right category)

Category I: Tasks involve exposure to blood, fluid, or tissue

Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.

Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

TERMS OF EMPLOYMENT:

195 days per year; salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval: April 18, 2024

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____

Pending Board Approval