

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Transportation Dispatcher/Router and Secretary

Qualifications:

1. High school diploma or equivalent, or compensating experience
2. A score of at least 35 Adjusted WPM on the Typing Test (TT)
3. A raw score of at least 35 (out of 40) on the Criteria Basic Skills Test (CBST)
4. A score of *Highly Proficient* on the Computer Literacy & Internet Knowledge Test (CLIK)
5. Excellent customer service and interpersonal skills
6. Previous experience with terminal operations (preferred)
7. Basic knowledge of radio dispatch equipment (preferred)
8. Experience with bus routing software (preferred)

Reports To: Director of Transportation or Assistant Director of Transportation

Supervises: N/A

Objective: Under the supervision of the Director of Transportation, dispatches all buses to ensure on-time performance of service within an assigned geographical area and coordinates the operation of the department to ensure things run smoothly, effectively, and in a manner supportive of students and families

Performance Responsibilities:

1. DISPATCHER
 - A. Oversees all routing and scheduling of buses
 - B. Dispatches buses and provides timely information to drivers on the streets
 - C. Receives all scheduling and driver complaints and submits them to the Director of Transportation or designee
 - D. Handles athletic/activity/field trip reservations
 - E. Offers solutions to drop-off and pick-up problems, assists with no show or lost child reports to police, and assists in the event of a weather emergency or vehicle breakdown
 - F. Suggests necessary route changes to the Director of Transportation or designee
 - G. Performs other related duties as assigned
2. SECRETARY
 - A. Performs receptionist duties in a friendly, helpful manner
 - B. Operates the department radio system in a friendly, helpful manner
 - C. Prepares and maintains records of work orders, purchase orders, and memorandums
 - D. Performs filing duties and other specialized department assignments
 - E. Assists Director or Assistant Director with attendance and payroll processing, ensuring that department employee time is posted and accurately reported
 - F. Assists Director in the posting and assignment of routes and extra duty trips
 - G. Assists Director in overseeing routing and scheduling of buses, dispatching of buses, and providing timely information to drivers
 - H. Maintains an accurate record of athletic/activity/field trip mileage allocation and usage for each school in the District
 - I. Assists Director in the completion of department monthly and yearly reports
 - J. Assists Director or Assistant Director with bus assignment/routing software such as EDULOG
 - K. Performs other related duties as assigned

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated by the Director of Transportation or his/her designee in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

Status: Created September 17, 2012
Title Revised (per CESP contract negotiations) September 20, 2016