

## **Title: Assistant Transportation Supervisor / Dispatcher**

### **QUALIFICATIONS**

1. Hold or obtain a class B Commercial Driver's License with passenger, school bus, and air brake endorsement.
2. Meet physical examination standards for federal and state law, administrative rules, and board police; medical card and drug test.
3. Ability to make decisions in real time.
4. Good driving record.
5. Ability to pass CPR and first aid course.
6. Must work well with others within a team environment.
7. Awareness and commitment to bus maintenance and inspection.
8. Available nights and weekends.
9. Excellent interpersonal and communication skills.
10. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO:**

Transportation Supervisor and Superintendent

### **JOB SUMMARY:**

To support the busing of students after hours and on weekends.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Be available, on call, to support district vehicles after 4:00 pm on school days and hours in which district vehicles are in service on weekends.
2. Inspect the cleanliness of the interior and exterior of the bus, paying attention to the detailed list for pre-trip inspection.
3. Ensure trip buses are stocked with supplies (shop towels, glass cleaner, garbage bags, etc.)
4. Ensure that district vehicles are fueled when on duty and as needed.
5. Follow protocols to support busing in times of need as directed by the transportation supervisor.
6. Promptly report after hours incidents to the Superintendent.
7. During the cold months ensure that buses are plugged in and ready to go for morning routes, including back up buses.
8. Monitor and communicate with the transportation supervisor and superintendent any forecasted hazards and road conditions to determine the safety of afterhours and weekend travel plans.
9. Communicate with drivers to ensure departure times, bus inspections, and travel itinerary are clear and respected.
10. Ensure that buses are home and parked after away trips. This includes post trip inspections completed by the driver and refueling.

## OTHER DUTIES

1. Know and follow the chain of command.
2. Keep the Superintendent apprised of evolving situations that occur after hours.
3. Meet with the Transportation Supervisor weekly to review the schedule of events and review needs.
4. Perform other duties assigned.

## EVALUATION

Performance of this position will be evaluated annually by the transportation supervisor in conformance with federal and state law, administrative rules, and Board policy.

## TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

## NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance