

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Radio Routing Dispatcher

JOB CODE: 6301

DEPARTMENT: Transportation

PAY GRADE: 23 (B4)

DATE: 03/26/01

BASIC OBJECTIVES

This position is responsible for performing a wide range of duties, including but not limited to, radio communications with drivers and school bus aides, telephone communications with school, general public and district personnel, bus key control and attendance control, FEFP responsibilities, routing office coverage for evening, holiday and weekend field trips, accident coverage, and OTETA (post accident testing).

JOB TASKS/RESPONSIBILITIES

OPERATIONS

1. Answers telephone and responds to student transportation inquiries from district personnel, school staff, parents, students and the general public.
2. Maintains daily log to include accidents, incidents, breakdowns, emergencies, and "student no-shows" radioed in by drivers. Maintains daily log to include accident breakdown, emergency stop, and informational coverage.
3. Announces correct time to drivers over radios every fifteen minutes; announces "informational messages" to drivers to include field trip coverage, bus washing schedules, safe drivers, health announcements, meetings and students evacuation reports.
4. Distributes field trip assignments to drivers as determined by Route Manager and reassigns emergency field trips and special event trips.
5. Contacts schools and informs them of: accidents, incidents, and changes to routing schedule of late arriving buses, consolidated doubled bus routes, students being returned to school, and additional back up buses.
6. Contacts bus drivers, parents and school personnel to resolve problems concerning students, routing, bus stop time, location, and other issues.
7. Responds to radio inquiries from drivers, including providing directions and routing information to drivers operating unfamiliar routes and dealing with lost students and safety related issues.
8. Ensures that special events such as Orange Bowl, HSCT Saturday Testing, Special Olympics, parades, athletic events, etc. on school days, evenings, and non-school days are covered in a timely manner. Monitors lists of available buses from the shop; unavailable buses scheduled for removal from service and buses scheduled for P.M.

9. Assists in the collection of mileage and registration information for FEFP reports four (4) times a year. Collection of monthly pre-trips inspection forms and emergency evacuation drill forms.
10. Assigns buses according to route and student needs as they relate to: capacity, conventional/lift equipped, harnesses, lap belts, child safety seats, and air conditioned buses.
11. Logs in breakdowns information radioed in by drivers, and ensures that garage Foreperson/Leadperson is contacted with location and type of breakdown.
12. Required to contact and notify appropriate department, agency, or personnel in response to all accidents/incidents involving school buses. (Administrators, school staff, police, fire or rescue, vehicle maintenance, testing facilities.)

PERSONNEL

1. Assists in the monitoring of daily sign-in logs for assigned bus drivers and bus attendants.
2. Responsible for the timely submission of bus drivers' time sheets for extra work assignments.
3. Assigns available extra drivers and extra bus attendants to cover routes.
4. Ensures the doubling of routes in the absence of sufficient drivers and bus attendants.
5. Assigns and coordinates drivers via bus radio, that all student pickups are made, when regular pickup buses are unable to or are running extremely late.
6. Makes sure to add to radio log.

CLERICAL

1. Collects and ensures accurate completion of "leave cards" by bus drivers and bus attendants for submission with bi-weekly payroll.
2. Completes daily attendance sheets and status report for payroll purposes.
3. Secures duplicate copies of routes and distributes same to drivers covering unfamiliar routes.
4. Receives "Request for Repair" forms from drivers and forwards same to maintenance garage or radio repairman.
5. Collects pre-trip inspection forms and forwards to appropriate Field Operation Specialist.

6. Maintains file of "student no-show" logs for future reference. Maintains records of suspended students and notify drivers of student eligibility.

GENERAL

1. Rotating shift work may be required.
2. Performs related work as required or assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: sitting, standing, walking, grasping, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. High School diploma or an equivalent recognized certificate. In lieu of a high school diploma candidate must have two (2) years of M-DCPS bus driving experience.
2. Ability to read, write and understand written instructions.
3. Previous bus driver experience and knowledge of county geography preferred.
4. Professional experience operating a two-way receiver/transmitter preferred.
5. Ability to work various assigned schedules and overtime in the event of emergencies.
6. Ability to work Special Events and Emergencies.
7. Ability to work under stressful environment.

Prior revision date(s): 06/07/88, 03/31/93, 01/23/96