

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

POSTING DATE: July 23, 2024

NON-UNION JOB POSTING

POSITION: **Dispatcher**

DEPARTMENT: Transportation Department

POSTING DATES: July 23, 2024 until filled

SALARY: Starting at \$22.62 per hour

BENEFITS: Medical Benefits including dental, vision, life insurance and LTD.

WORK YEAR: 224 days per year
(Approximately July 8, 2024 – June 11, 2025)

HOURS: 9:00 a.m. – 5:30 p.m. (8 hours per day)

QUALIFICATIONS: High School diploma or GED, prior experience working in transportation preferred, valid driver's license, ability to communicate effectively and apply conflict resolution. Must have a highly developed sense of integrity and meet all attendance and dependability requirements.

RESPONSIBILITIES: Responsible for supporting the daily operations of the Transportation Department. Works with drivers, parents and school personal on transportation requests, and assists with other job functions such as bus routing, bus evaluations, processes paperwork including payroll. Drives a school bus when needed.

POSITION AVAILABLE: For immediate hire.

Those who are interested please send letter of application and resume to:

Matt Marino, Director of Operations
Hartland Consolidated Schools
9525 East Highland Road
Howell, MI 48843
810-626-2175
mattmarino@hartlandschools.us

It is the policy of Hartland Consolidated Schools that no person shall, on the basis of race, color, national origin, gender (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information or any other legally protected category, (collectively, "protected classes"), be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.

JOB DESCRIPTION – TRANSPORTATION DISPATCHER

REPORTS TO: Director of Operations

SUMMARY:

The Dispatcher assists the Transportation Supervisor in guiding the daily operations of the Transportation Department, to promote safe and efficient transportation for students.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or general education degree
- Previous experience as a school bus driver and/or working in a school transportation office is preferred
- Ability to read maps and provide driving instructions to drivers.
- Demonstrated successful knowledge of applicable laws and regulations of school bus operations.
- Possess or be able to obtain a Commercial Driver's License Class B with Chauffeur, Air Brake, Passenger and S endorsements, School Bus Certification and pass a DOT Physical.
- Proficient use of computers including knowledge and use of Microsoft Office products and student data systems
- Must possess excellent written and verbal communication skills and proven organizational skills
- Experience with routing software preferred
- Ability to handle many job responsibilities and prioritize duties
- Experience working with children

FUNCTIONS AND RESPONSIBILITIES:

- Routes buses for safe and efficient bus routes as needed.
- Assists in establishing safe and legal bus stops as directed.
- Keeps time records and handles payroll for transportation personnel.
- Maintains the attendance records and ensures drivers' absences are properly recorded and substitutes are scheduled.
- Drives a school bus as needed.
- Processes all trip requests, posts all trips and assigns regular and substitute drivers to openings per handbook language.
- Answers phones, operates two-way radio and computer.
- Assist with student discipline and violation tickets
- Updates district website and communication boards.
- Works cooperatively with drivers, parents, school personnel and general public to resolve technical problems/complaints to assure safe and efficient student transportation.
- Assists with recruitment, screening, selection, training and evaluation of driving personnel.
- Maintains a variety of records, prepares periodic or special reports.
- Perform other duties as assigned by administration

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