

TITLE: Transportation Dispatcher
SECTION: Transportation
REPORTS TO: Transportation Manager or Delegate

SUMMARY:

Under the general supervision of the Transportation Manager or Delegate, provides clerical and dispatch services to the Transportation Department.

DUTIES:

1. Responds to emergency, breakdown, schedule and/or changing situations providing appropriate direction and/or instructions, utilizing the Transportation Information and radio communication systems.
2. Receives, coordinates and processes curricular and extra-curricular transportation requests and dispatches staff and buses.
3. Receives, coordinates and processes scheduled and/or emergent driver absences and dispatches staff and buses.
4. Receives, coordinates and processes International Summer Program routing and field trips and dispatches staff and buses.
5. Creates and processes invoices for transportation requests using computerized accounting system and internal systems.
6. Prepares daily call out logs and advises departments.
7. Enters call out activities into the computerized payroll system.
8. Prepares, calculates, and processes employee time sheets.
9. Maintains Transportation Department positions lists.
10. Advises Human Resources Department of changes in demographics and enters employee demographics in Transportation Information systems.
11. Works closely with the Transportation Manager to create, distribute and maintain accurate routing, data and passenger lists for Special Needs routes. Responds to and provides information on inquiries/notifications from the public, staff and parents regarding Special Needs routes.

12. Monitors employee Banked Time usage, Vacation Allocation, Seniority Tracking and Call Out Refusals as per the USW Collective Agreement and provides timely information to Payroll and Human Resources Departments and Transportation Manager.
13. Provides scheduled daily relief, and high season support, for the Transportation Registration Clerk and performs transient and emergent back-up duties for the Transportation Department.
14. Provides secretarial services including typing memorandums, compiling staff manuals and organizing/maintaining staff information at depots.
15. Provides reception services to the Transportation Department by answering telephones, relaying messages, directing visitors and responding to routine inquiries.
16. Operates standard office equipment, including a personal computer, photocopier, fax machine, two-way radio and provides first-line maintenance as required.
17. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of courses in secretarial training of a duration of up to 12 months.

Skills - the applicant must have

- Intermediate computer skills

Experience - the applicant must have

- Experience in a clerical position for a period of greater than 3 months.

Other - the applicant must

- Be able to adapt established methods and procedures where work involves a choice.
- Show tact, courtesy and discretion in dealing with people in the course of their duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of their duties.

APPENDIX E

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)

(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	30 - Transportation Dispatcher
LOCATION:	Transportation
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	3	3	3	3	4	3	1	1	3	4
Total Points	296										

RATING CLASSIFICATION: LEVEL	11
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