

# United Independent School District

## Department of Human Resources

### DISPATCHER

#### Transportation Department

**Primary Purpose:**

Assure the smooth and efficient operation of the instructional administrative office so that the office's maximum positive impact on the education of children can be realized.

**Educational Qualifications:**

- Valid Texas Driver's License
- CDL preferred
- Bilingual
- Good character
- Must be familiar with all areas in Webb County and Laredo

**Major Responsibilities and Duties:**

1. Assign buses and routes to drivers.
2. Handle complaints: Parents, school officials, and drivers.
3. Issue out first aid kits, fire extinguishers, and triangles.
4. Check and maintain fuel supply.
5. Check routes.
6. Keep record of: Daily maintenance checks, gas consumption for all UISD vehicles, and attendance on all transportation employees, readings.
7. Keep inventory on all vehicle parts and tires.
8. Emergencies: Drive bus for emergency route or trip, change tire, change oil.
9. Uses radio communication equipment, computer, typewriter, and intercom system.
10. Perform such other duties as the Executive Director of Transportation may require.

**Working Conditions:**

Reading; ability to communicate effectively (verbal and written).

Clear speech; ability to drive school bus; repetitive hand motions; early shift work. Some bending, lifting and stooping while performing job related functions.

**Terms of Employment:**

Wage / Hour Status: Non Exempt  
Minimum Salary: \$12.20 / hour  
Pay Grade: 4  
Minimum Work Days: 261  
Months: 12

**Date Last Revised:** 06/14

*The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.*