Dispatcher

Employee	Evaluation Date

Supervisor	Last Review Date

Rating Scale:
1) Unacceptable performance
2) Needs improvement
3) Average performance
4) Above average performance
5) Superior performance

- Compiles a variety of data (e.g. incident reports, inspections, student counts, mileage, driver routes, driver attendance, etc.) for the purpose of developing formal reports, conveying information and complying with mandated requirements.

Rating	Comments

- Informs school personnel and parents of practices (e.g. rules, regulations, laws, transportation related information, etc.) for the purpose of providing information for their follow-up action.

Rating	Comments

- Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.

Rating	Comments

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Rating	Comments

- Processes a variety of materials (e.g. service orders, route changes, request for time off, etc.) for the purpose of updating and distributing information, authorizing action and/or complying with mandated requirements.

Rating	Comments

- Receives inquiries from students, parents, and/or staff (e.g. stop locations, schedule, state regulated policies, etc.) for the purpose of providing the necessary information regarding transportation services.

Rating	Comments

- Reviews bus video for the purpose of determining appropriate student behavior while riding the school bus.

Rating	Comments

- Schedules substitute drivers for the purpose of ensuring routes are completed in the absence of a regular driver.

Rating	Comments

- Schedules work assignments for regular drivers for the purpose of ensuring completion of transportation routes in a timely manner.

Rating	Comments

- Serves as school bus driver for the purpose of ensuring routes are covered when a driver is absent.

Rating	Comments

- Serves as back-up for office staff for the purpose of ensuring the transportation department receives calls and customers in a timely and efficient manner.

Rating	Comments

- Serves as primary trainer (e.g. resolving conflict, harassment, evacuation and accident procedures, bus safety, etc.) for the purpose of ensuring drivers are efficient and effective in transporting students.

Rating	Comments

Job Requirements:

Skills

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating two way radio and county emergency radio; operating standard office equipment including utilizing pertinent software applications; performing standard clerical procedures; and preparing and maintaining accurate records.

Comments:

Knowledge

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent department policies and procedures; office practices and procedures; and concepts of grammar and punctuation.

Comments:

Abilities

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working with detailed information/data; and working with frequent interruptions.

Comments:

Additional Comments:

Employee _____ **Date**_____

Supervisor _____**Date** _____

Employee's signature does not imply agreement with the evaluation; it means that the employee received a copy of the evaluation and its contents were discussed with the employee by their supervisor.