

LETTER OF AGREEMENT
BETWEEN
DEARBORN FEDERATION OF SCHOOL EMPLOYEES
AND DEARBORN BOARD OF EDUCATION

CREATION OF NEW DISPATCHER POSITION, TRANSPORTATION DEPARTMENT

The Dearborn Board of Education (hereinafter referred to as the Board), and the Dearborn Federation of School Employees (hereinafter referred to as the DFSE), whereas the above mentioned parties agree as follows:

This Letter of Agreement (LOA) confirms the mutual agreement between the Board and DFSE regarding the creation and compensation of a new position within the Transportation Department.

The Employer shall immediately create a new, permanent unit position titled "Dispatcher" within the Transportation Department. This position will be in lieu of a bus driver floater position as well as a substitute leader position.

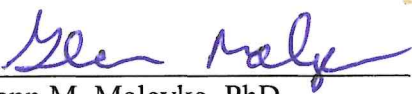
The official job description for the Dispatcher position is attached to this Agreement.

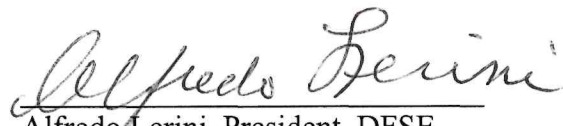
The Dispatcher position shall be placed on the Bus Driver Salary Schedule as outlined in the current Collective Bargaining Agreement between The District and DFSE and follow the bus driver's scheduled work day.

In recognition of the specialized duties and responsibilities associated with the Dispatcher role, the employee assigned to this position shall receive an additional \$1.50 per hour, added directly to their hourly rate as determined by their step and placement on the Bus Driver Salary Schedule.

For the Board of Education
of the School District of the
City of Dearborn Public Schools

For the Dearborn Federation of School
School Employees


Glenn M. Maleyko, PhD.
Dearborn Public Schools


Alfredo Lerini, President, DFSE

10-24-25
Date

10-23-25
Date

Title:	Dispatcher
Reporting Relationships:	Supervisor, Transportation Assistant Supervisor, Transportation
Terms of Employment:	10 Months, DFSE
Evaluation:	Annually

Description

To assist the leader in leading a group of employees in the same or related job classifications.

Preferred Qualifications

Orally proficient in Arabic

Qualifications

1. A thorough knowledge of the laws, ordinances, rules, and regulations concerning the operation of school buses and trucks.
2. Ability to handle pieces of equipment being transported from one school to another.
3. A thorough knowledge of the principles of automotive equipment operation.
4. Ability to perform arduous physical tasks often under adverse weather conditions.
5. Comprehend the hazards and necessary safeguards to permit children to be transported in safety.
6. Experience in the operations of heavy automotive equipment.
7. Graduation from a standard high school or its equivalent.
8. Ability to pass a satisfactory physical examination.
9. Six months to one year experience, or completion of a training course in the operation of school buses.
10. Possession of a Chauffeur's and Class B Commercial driver's license with Passenger and School Bus endorsements with air brakes as issued by the State of Michigan.
11. Michigan Department of Education School Bus Driver credentials
12. Familiarity with the school district's streets and geographical layout
13. Proficient in using a computer. Must have passing scores on all clerical tests including Computer Applications and Bookkeeping. Ex. email, Microsoft Word & Excel, Google Sheets & Docs

Performance Responsibilities

1. Work alongside Driver Leader, responsible for filling in for Leader to provide coverage as needed
2. Maintain Confidentiality per FERPA requirements
3. Assist with pulling videos as requested by building principals.
4. Assist with employee training of safety and problem solving
5. Assist Driver Leader with scheduling as needed
6. Afternoon yard checks to ensure all staff are present and buses are ready to go
7. Answer phones and respond to bus radio calls
8. Assign spare buses as needed if mechanic and driver leader are unavailable
9. Monitor & respond to email for changes to scheduled transportation
10. Notify Police & supervisors of emergencies. Respond to emergencies if needed, documenting with pictures. Schedule coverage to complete routes as needed. Inform mechanics of breakdowns and mechanical problems
11. Schedule driver for afternoon call offs and provide route sheets, maps and any other items needed to complete assignments, including going over routes with sub drivers
12. Work under limited supervision following standard practices and/or methods; leading, guiding, and or coordinating others
13. Communicate bus delays to appropriate building offices. Notify schools if the driver needs assistance upon arrival at the building.
14. Establish and maintain cooperative and effective working relationships with others
15. Stay in communication with all bus drivers by means of two-way radio to receive or provide information and assist with situations, ex. Breakdowns, road hazards, accidents, locating students, route changes or emergencies. Advise drivers or school as needed
16. Drive a school bus as necessary
17. Respond to inquiries from students, parents, community members, etc for the purpose of providing information relating to bus routes, schedules and/or operational problems
18. Operate transportation vehicles and equipment utilized in the transportation department
19. Assist supervisors and problem solve solutions if supervisor is not available
20. Perform other duties as assigned by supervisor