

LACEY TOWNSHIP SCHOOL DISTRICT

Transportation Dispatcher

JOB TITLE: Transportation Dispatcher

REPORTS TO: Transportation Coordinator

JOB GOAL: To assist with overall pupil transportation operations, including scheduling and staffing of district school vehicles for all district pupil transportation needs. The dispatcher will be on call while district school vehicles are in operation and will be required to drive district school vehicles when needed.

QUALIFICATIONS:

1. Strong use of technology including word process and spreadsheet programs.
2. Excellent organizational skills and attention to detail.
3. Good driving record and a valid CDL class B with P & S endorsement.
4. Ability to communicate effectively with the community, vendors and other district personnel using patience, tact, and courtesy.
5. Sound judgment and the ability to work under pressure.
6. Experience in vehicle routing and scheduling.
7. Ability to train new applicants who do not possess CDL class B with P & S endorsement.
8. Willing to learn the State Regulations, laws and procedures.
9. Capable of learning purchase order procedures and solicitation of quotes from vendors.
10. Ability to self-start and work with supervision.
11. All other duties as assigned by Transportation Coordinator.

RESPONSIBILITIES:

1. Dispatching all district school vehicle drivers.
2. Overseeing contracted routes and drivers.
3. Scheduling substitute drivers, including driving in an emergency or when substitutes are not available.
4. Checking district school vehicles for cleanliness on a regular basis.
5. Systematically verify that contracted drivers credentials are current, including criminal history review, medical certificate expirations dates, CDL level, endorsements, restrictions and expiration, and that all safety courses completed.
6. Setting up and performing training and staff evaluation with the Transportation Coordinator.
7. Maintaining accurate daily operations sheets, recording infractions by staff and/or vendors and presenting records weekly to the Transportation Coordinator.
8. Altering schedules for early dismissals, road construction, or any event that affects schedules/routes.

Transportation Dispatcher (continued)

9. Coordinating district school vehicle repair and maintenance with mechanics.
10. Directing mechanics and tow truck operators as needed, directing other assistance for disabled district school vehicles.
11. Providing for the continuation of the trip or route to minimize any impact the disabled vehicle may cause.
12. Communicating with the Transportation Coordinator in the event of an accident, incident or serious problem as soon as possible. In the case of an accident, follow the established accident procedure which includes notifying the Business Administrator and the school as soon as possible.
13. Dispatching all district trips by:
 - a) Establishing and maintaining efficient trip selection procedures.
 - b) Receiving, reviewing and recording all trip requests, bringing to the attention of the Transportation Coordinator any difficult or unusual trips including trips that might be refused.
 - c) Assigning vehicles and drivers according to established procedures and issue trip manifest forms for all trips.
 - d) Maintaining directions for trips, updating corrections, and noting any hazards as reported by drivers.
14. Preparing driver payroll for Transportation Coordinator's approval by:
 - a) Recording completed trip manifests and preparing driver payroll from the trip manifest and other driver additional work forms.
 - b) Submitting required payroll information to the Transportation Coordinator according to the guidelines established.
15. Attending and assisting in setting up safety meetings, school meetings, discipline meetings, community meetings and other meeting as may be required by the Transportation Coordinator.
16. Keeping up to date record of vehicles within the fleet, and driver records in the district transportation software program.
17. Maintaining records and notifying drivers of renewals.
18. All other duties as assigned by Transportation Coordinator.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Lacey Township Board of Education

Revised

Date Approved: July 20, 2015

LEGAL REFERENCES: