

510.00

MORRIS SCHOOL DISTRICT
Job Description

Title: Assistant Dispatcher

Reports To: Assistant Business Administrator of Operations

Qualifications:

- Must possess a valid New Jersey Class B driver's license with air brake, passenger, and school bus endorsements and be in compliance with other state statutes.
- Maintain a good driving record.

Responsibilities:

- Must be able to demonstrate the ability to use department routing, trip and maintenance software as well as Microsoft Office and Google
- Coordinate all district athletic and field trip requests and scheduling
- Oversee weekday and weekend driver activity trip selections
- Maintain accurate records on driver group pick dates, adhering to rotational list
- Provide drivers with the appropriate activity trip paperwork, including accurate GPS trip directions and EZ-Pass, if applicable
- Notify drivers of date/times changes for activity trips
- Monitor GPS tablets daily for usage and effectiveness
- Verify bi-monthly timesheets for activity trip start and end times
- Provide training ride along sessions with new drivers; minimum two per week
- Serve as a driver when needed to assist covering routes or trips
- Assist dispatcher when assigning drivers to routes, overtime, trips and monitoring driver schedules and assignments.
- Provide phone coverage for the transportation office.
- Perform other duties as assigned by the Assistant Business Administrator of Operations.

Contract Terms of Employment: Hours: 6:30 am - 2:30 pm - 12 months

Revised: June 12, 2023

Approved: July 21, 2008

By: Morris School District