

510.07

MORRIS SCHOOL DISTRICT

Job Description

Title: Assistant Dispatcher - PM

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
- Maintain accurate records for all bus video requests from school administration
- Secure bus videos from district vehicles and download appropriate footage to send to school administration; replace bus video cartridges
 - Complete driver observational checklists after reviewing bus tape footage
 - Assist drivers with GPS tablet related issues; switch bus tablets in district vehicles, when needed
- Log any tablet related issues in need of repair
- Assemble driver and aide handbooks
 - Coordinate Summer mailings of bus information for all non-public schools
 - Complete bus inspections monthly, monitoring for bus cleanliness and overall condition of the vehicle
 - Provide training ride along sessions with new drivers; minimum two per week
 - Serve as a driver when needed to assist covering routes or trips
 - Provide phone coverage for the transportation office.
 - Perform other duties as assigned by the Assistant Business Administrator of Operations.

Contract Terms of Employment: Hours: 10:00 - 6:00 pm - 12 months

Revised: June 12, 2023

Approved: July 21, 2008

By: Morris School District