

510.04

MORRIS SCHOOL DISTRICT
Job Description

Title: 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:

- Assist the Assistant Business Administrator of Operations relative to the efficient use of personnel, vehicles, route auditing and vehicle maintenance
 - Provide Assistant Business Administrator of Operations with a daily vehicle usage report
 - Serve as the District's primary contact with drivers to ensure route coverage, especially in the event of absenteeism
- Ensure accurate of Daily Coverage Sheet
- Report drive attendance and/or any information relating to drive issues on a daily basis to the Supervisor
 - Provide retraining to drivers, at the direction of the Assistant Business Administrator of Operations
- Assist in evaluations of drivers completing 90-day probationary period as well as end-of-year evaluations
 - Assist in the implementation of emergency evacuation drills
 - Monitor license and fingerprint renewals for all current drivers
- Review Driver Handbook and schedule pre-employment testing for all new hires
- Review bi-weekly timesheets of drivers and aides for accuracy
- Plan and provide a minimum of 2 professional development sessions per school year to transportation drivers and aides
 - Coordinate vehicle inventory, inspections, vehicle maintenance, gas consumption, mileage reports and repairs
 - Assign drivers to routes, overtime trips and monitor driver schedules and assignments
 - Perform abstract driving history reports for current and prospective drivers
 - Evaluate routes and stops for efficiency, timing and appropriateness
 - 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: 6:00 - 2:00 pm - 12 months

Revised: June 12, 2023

Revised: June 14, 2021

Revised: May 12, 2008

Revised: March 24, 2008

Approved: October 14, 1996

By: Morris School District

Board of Education