
TITLE: DISPATCHER

QUALIFICATIONS:

1. Should have one (1) year experience in school transportation services, including but not limited to, office work or school bus driver. New Jersey Department of Education Pupil Transportation Supervisors' Level 1 Certificate is requested.
2. Should have an understanding of State and Federal laws that regulate student transportation.
3. Should have a valid New Jersey commercial driver license class B with passenger, school bus and air brake endorsements is requested
4. Must have knowledge of Microsoft Office programs, operation of the typewriter, computer input for student, school and routing information in order to schedule routes, students and department functions.
5. Must have strong organizational skills.
6. Must be able to understand, remember, and carry out all oral and written directions given by district employees and district administration.
7. Hours of work must be flexible which may include switching work hours for emergencies and inclement weather.
8. Must have the ability to maintain a positive work environment with strong interpersonal and communications skills, both written and verbal.
9. Must have ability to exercise independent judgment.
10. Must have the ability to sit for extended periods of time and climb stairs.
11. Must have ability to speak, read and write in English.
12. Require criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO: Director of Transportation and/or Business Administrator, Superintendent and or his/her designee

SUPERVISES: Transportation Personnel

JOB GOAL: To provide safe transportation for the students of Toms River within the established guidelines of Federal, State and local laws and policies.

PERFORMANCE RESPONSIBILITIES:

1. Shall assist the Assistant Transportation Supervisor and Director of Transportation in the daily operation of the safe transportation of students and office activities. This includes assigning drivers, aides and vehicles for route coverage and maintaining appropriate paperwork.
2. Assume responsibilities of the Assistant Transportation Supervisor as specifically assigned when the Assistant Transportation Administrator is absent.
3. Monitor and record accurate records of absenteeism. Maintain records on paper and in computer entry. Submit the information to the Personnel office.
4. Assist in approving and preparing payroll and extra time information. Submit payroll reports and information to the payroll department when needed.

DISPATCHER (Continued)

5. Maintain complete file for school bus pre-trip inspection reports and notify drivers and employees of missing information.
6. Computer operations include maintaining and updating information on all student transportation and information. Assign students to stops and busses. Supply information to the parents, drivers, aides and schools.
7. Shall input and maintain information for out of district students for special needs and non public schools.
8. Shall maintain, input and report appropriate and accurate files of data and information related to functioning of the Transportation Office.
9. Assist in scheduling and coordinating meetings, workshops, conferences, etc. as necessary to the operation of the Transportation Department.
10. Shall make phone calls, send and receive e-mail messages and answer the radio as directed.
11. Perform any other tasks assigned by the Assistant Transportation Supervisor, Director of Transportation or district administration.
12. Perform any other tasks assigned by the, Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein.

Routing and Scheduling:

1. Develop and implement bus routes and schedules to effect efficient daily student transportation services including: to and from school, establishing jointures, contracts, sports and field trips and after hour activity routes.
2. Assist in the planning and coordinating work schedules for all Transportation drivers and aides, including packaging of routes for bid purposes.
3. Responsible for working with the maintenance department for scheduling adequate maintenance time on district vehicles.
4. Assign vehicles and employees to routes needing coverage daily and provide records to show coverage.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Employed on a 12 Month basis

Adopted by: Toms River Regional Schools
Date: 3/16/2016
Revision: 8/27/2019