

**SECTION**      **CENTRAL ADMINISTRATION**

**AREA**            **CLASSIFIED PERSONNEL**

**TITLE**            **Assistant Transportation Dispatcher**

**QUALIFICATIONS:**

1. Good computer skills and knowledge of word processing and spreadsheet programs.
2. Good driving record and a valid class B CDL with passenger endorsement and no air brake restriction required.
3. Ability to plan, deal with the public, other district personnel and supervise others using patience, tact, and courtesy is required.
4. Sound judgment, and ability to withstand the demands of early morning hours and all weather conditions is required.
5. Experience in vehicle routing and scheduling..
6. Managerial experience is preferred.
7. Knowledge of New Jersey School Transportation laws and procedures is preferred.

**REPORTING RESPONSIBILITY:**

The Assistant Transportation Dispatcher is directly responsible to the Transportation Coordinator.

**JOB GOAL:**

The Assistant Transportation Dispatcher assists the Transportation Dispatcher with pupil transportation operations. The Dispatcher performs scheduling and staffing of district school vehicles for all district pupil transportation needs. Work hours may be staggered to meet operational demands. When not working, the Assistant Dispatcher may be on call while district school vehicles are in operation. The Assistant Dispatcher may be required to drive district school vehicles on an as needed basis. Driving hours outside of the regularly scheduled work hours will be paid at the prevailing substitute rate. The Assistant Dispatcher assists with assigning stops and routing school vehicles, which requires good judgment and maximum tact. The Assistant Dispatcher may specialize in special education transportation.

**TERMS OF EMPLOYMENT:**

Twelve-month contract. Benefits as described in Policy 4931, Benefits – District-Wide and Central Office Non-Instructional Personnel (Group B).

**PERSONAL EVALUATION:**

The Assistant Transportation Dispatcher shall be evaluated in writing by the Transportation Coordinator at least once each year. The evaluation shall be based in part on the performance of responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

**PERFORMANCE RESPONSIBILITIES:**

The Assistant Transportation Dispatcher is responsible to assist the Transportation Dispatcher with the following responsibilities:

1. Dispatch all district school vehicle drivers. Oversee contracted routes and drivers. This includes but is not limited to:
  - a. Scheduling substitute drivers.
  - b. Driving in an emergency or when substitutes are not available.
  - c. Checking district school vehicles for cleanliness on a regular basis.
  - d. Systematically verifying contracted drivers currency for:
    1. Criminal history review
    2. Medical certificate expiration.
    3. CDL level, endorsements, restrictions and expiration.
    4. Safety courses completed.
    - 5.
2. Maintain accurate daily operations sheet.
3. Alter schedules for early dismissals, road construction, or any event that affects schedules.
4. Coordinate District school vehicle repair and maintenance with mechanics.
5. Direct mechanics, tow truck operator or seek and direct other assistance for disabled District school vehicles. Provide for the continuation of the trip or route to minimize any impact the disabled vehicle may cause.
6. Communicate immediately with the Coordinator in the event of an accident, incident or serious problem. In the case of an accident, follow the established accident procedure which includes notifying the Central Office and the school as soon as possible.
7. Dispatch all District trips by:
  - a. Establishing and maintaining an efficient trip selection procedures.
  - b. receive, review and record all trip requests, bringing to the attention of the Coordinator any difficult or unusual trips including trips that might be refused.
  - c. Assign vehicles and drivers according to established procedures and issue trip manifest forms for all trips.
  - d. Maintain directions for trips and update regularly by asking drivers to make corrections, noting any hazards.
  - e. Prepare bills for trips performed when necessary and other trip

8. Prepare driver payroll for coordinator's approval by:
  - a. Communicating and establishing pay periods and information submission time lines with the payroll department.
  - b. Recording completed trip manifests and preparing driver payroll from the trip manifest and other driver additional work forms.
  - c. Submitting required payroll information to the payroll department according to the guidelines established.
  
9. Visit schools periodically to ensure that school vehicles are:
  - a. on time.
  - b. Operating as packaged.
  - c. Equipped as per specifications..
  - d. Display current New Jersey DMV inspection sticker.
  - e. Route numbers properly displayed.
  - f. Vehicles are proper age as per specifications.
  - g. Check for any other compliance factors.
  
10. Assist the Coordinator with:
  - a. Evaluation and training of District school vehicle drivers.
  - b. Evaluation of Department maintenance personnel.
  - c. Evaluation of Department office personnel.
  
11. Assist with the development and maintenance of stops and routes for regular and special education students.
  - a. Assist with answering parents' concerns about stops and routes.
  - b. Work with drivers concerning stop and route questions and modifications.
  - c. Assure that District operated routes are current and available for substitute drivers.
  
12. Attend safety meetings, school meetings, discipline meetings, community meetings and other meetings as may be required.
  
13. Other duties as assigned by the Transportation Coordinator.

Approved 9/10/02