



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Dispatcher/Courier
REPORTS TO: Director of Transportation
QUALIFICATIONS:

1. Valid commercial driver's license Class B with the required endorsements.
2. Versa Trans routing software experience.
3. Experience interacting with professional staff and public.
4. Knowledge of methods, practices, and procedures of dispatching transportation vehicles.
5. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
6. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

The Dispatcher/Courier will assist the transportation administration with coordinating trips and driver coverage. The employee will also be the district courier, delivering interoffice mail and external mail runs as requested.

ESSENTIAL JOB FUNCTIONS:

1. Records attendance of all bus drivers in the morning.
2. Monitors bus camera systems.
3. Communicates with bus drivers on the two-way radio system.
4. Secures substitutes for staff who are absent.
5. Receives and logs athletic, academic, and field trips.
6. Assigns trips through the most up to date collective bargaining agreement.
7. Reports complaints and work-related issues to the Director of Transportation.
8. Drives a bus or van in instances of excessive absenteeism.
9. Submits billing of trips for the department through the district accounting system.
10. Drives the courier vehicle and completes the mail runs as assigned.
11. Plans, coordinates, and conducts continuing education for school staff, parents, and students.
12. Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, or professional meetings, or by conducting research, and by maintaining professional relationships.
13. Performs such other tasks and assumes such other responsibilities as assigned by their supervisor.

WORK YEAR: Ten-month employee
DATE APPROVED: July 20, 2021
APPROVED BY: Board of Education