

# JOB DESCRIPTION

## READINGTON TOWNSHIP BOARD OF EDUCATION

TRANSPORTATION  
4418 Transportation Clerk / Assistant Dispatcher  
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**JOB TITLE:** TRANSPORTATION CLERK / ASSISTANT DISPATCHER

**REPORTS TO:** Transportation Supervisor

**SUPERVISES:**

### **NATURE AND SCOPE OF JOB:**

The Transportation Clerk / Assistant Dispatcher assists the Transportation Supervisor and Transportation Dispatcher with pupil transportation dispatching operations and clerical tasks. To assist in 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 clerk may be on call while school district vehicles are in operation. The clerk assists with answering phones, paperwork, filing, reporting, staff scheduling, among other duties as assigned by the Transportation Supervisor. The clerk may be required to drive district vehicles on an as needed basis.

### **QUALIFICATIONS:**

The Transportation Clerk / Assistant Dispatcher shall:

1. Have good computer skills and knowledge of word processing and spreadsheet programs.
2. Have a good driving record and either hold a valid Class B CDL with passenger endorsement required, or undergo training to successfully obtain within one year of start date.
3. Have the ability to plan, deal with the public and other district personnel using patience, tact and courtesy.
4. Have sound judgement and be able to withstand the demands of early morning hours and all weather conditions.
5. Have experience in clerical or secretarial functions, and organization skills.
6. Have basic knowledge of school transportation laws and procedures.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

**EMPLOYMENT TERMS:**

The Transportation Clerk / Assistant Dispatcher shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

**JOB FUNCTIONS AND RESPONSIBILITIES:**

The Transportation Clerk / Assistant Dispatcher shall:

1. Maintain trip schedules and staff assignments for all district school vehicle drivers, working to assist the Transportation Dispatcher. This includes but is not limited to:
  - a. Maintain accurate daily operations sheet and schedule substitute drivers.
  - b. Assisting in altering schedules for early dismissal, road construction or other events.
  - c. Driving in an emergency or when substitutes are not available.
  - d. Checking district school vehicles for cleanliness on a regular basis.
  - e. 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.

2. Complete reports, correspondence forms, purchase orders, billing, filing, and other clerical tasks.
3. Help coordinate district school vehicle repairs and maintenance with mechanics, and assist with dispatching tow trucks or mechanics if a vehicle is disabled and Transportation Dispatcher is absent.
4. Answer incoming calls promptly and professionally as well as taking accurate messages.
5. Obtain bus videos for Principals, Supervisors and the Transportation Supervisor as requested, and provide reports to the police department when directed.
6. Communicate immediately with the Transportation Supervisor 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. Help the Transportation Dispatcher with trip requests, routing, obtaining quotes or bids from contractors, vehicle assignments, trip manifest, forms, or other as assigned by the Transportation Supervisor.
8. Assist with the development and maintenance of stops and routes for regular and special education students by:
  - a. Assisting with answering parents' concerns about stops and routes.
  - b. Working with drivers concerning stop and route questions and modifications.
  - c. Assuring that district operated routes are current and available for substitute drivers.
9. Attend safety meetings, school meetings, discipline meetings, community meetings and other meetings as may be required.
10. Operate electronic and other equipment needed to carry out job functions and responsibilities.
11. Maintain effective communications with student, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of facilities.
12. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
13. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
14. Participate in appropriate in-service and workshop programs and attend any required meetings.
15. Use computers and/or electronic equipment to fulfill job functions.
16. Create invoices and purchase orders, and help with ordering supplies.
17. Coordinate schedules and meetings for the Transportation Supervisor as directed.

18. Protect confidentiality of records and information, and use discretion when sharing any such information within legal confines.
19. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
20. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Transportation Supervisor, and not otherwise prohibited by law or regulation.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

The Transportation Supervisor or designee shall evaluate the Transportation Clerk / Assistant Dispatcher in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: June 8, 2022