RANDOLPH TOWNSHIP SCHOOLS
JOB DESCRIPTION

TITLE: Dispatcher
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. Compliance with all statutory regulations and district requirements for securing public school employment is required.

GENERAL DESCRIPTION:
The Dispatcher will assist the transportation administration with coordinating trips and daily driver coverage.

ESSENTIAL JOB FUNCTIONS:

1. Records attendance of all bus drivers in the morning.
2. Communicates with bus drivers on the two-way radio system.
3. Secures substitutes for staff who are absent.
4. Receives and logs athletic, academic, and field trips.
5. Assigns trips through the most up to date collective bargaining agreement.
6. Reports complaints and work-related issues to the Director of Transportation.
7. Drives a bus or van in instances of excessive absenteeism.
8. Submits billing of trips for the department through the district accounting system.
9. Plans, coordinates, and conducts continuing education for school staff, parents, and students.
10. 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.
11. Performs such other tasks and assumes such other responsibilities as assigned by their supervisor.

WORK YEAR: Eleven-month employee (10+1 schedule)
BARGAINING UNIT: Non-affiliated Support
DATE APPROVED: June 5, 2025
APPROVED BY: Board of Education