

## **Transportation Dispatcher**

Branchburg Township School District

Branchburg, New Jersey

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**I. Title:** Transportation Dispatcher

**II. Qualifications:**

- High School graduate or GED.
- One year of experience in office related functions, including Microsoft Office, Google Platforms, and transportation software.
- Excellent organizational skills and attention to detail a must.
- Have sound judgment and be able to withstand the demands of early morning hours and all weather conditions.
- Have experience in vehicle routing and scheduling.
- Have knowledge of school transportation laws and procedures.
- Have excellent integrity and demonstrate good moral character and initiative.
- Exhibit a professional demeanor that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**III. Reports To:** School Business Administrator

**IV. Job Goal:** The Transportation Dispatcher assists the Transportation Supervisor with pupil transportation dispatching operations. To perform 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 dispatcher may be on call while school district vehicles are in operation. The dispatcher assists with assigning stops and routing school vehicles which requires good judgment and maximum tact.

**V. Performance Responsibilities:**

- Resolve any issues that are brought to the attention of the Dispatcher promptly and professionally.
- Dispatch all district school vehicle drivers. This includes but is not limited to:  
Scheduling substitute drivers.
  - Checking district school vehicles for cleanliness on a regular basis.
  - Systematically verifying contracted drivers' currency for: Criminal history review, Medical certificate expiration, CDL level, endorsements, restrictions and expiration, Safety courses completed.
- Maintain accurate daily operations sheet.

- Alter schedules for early dismissals, road construction or any event that affects schedules.
- Coordinate district school vehicle repair and maintenance with mechanics.
- Dispatch mechanic, 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.
- 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.
- Dispatch all district trips by:
  - Establishing and maintaining efficient trip selection procedures.
  - Receiving, reviewing and recording all trip requests, advising the Transportation Supervisor of any difficult or unusual trips that might be refused.
  - Assigning vehicles and drivers according to established procedures and issuing trip manifest forms for all trips.
  - Maintaining directions for trips and updating regularly by asking drivers to make corrections, noting any hazards.
- Assist with the development and maintenance of stops and routes for regular and special education students by:
  - Assisting with answering parents' concerns about stops and routes.
  - Working with drivers concerning stop and route questions and modifications.
  - Assuring that district operated routes are current and available for substitute drivers.
- Maintain effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of facilities.
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
- Participate in appropriate in-service and workshop programs and attend any required meetings.
- Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
- 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.
- With the assistance of the School Business Administrator/Board Secretary, the Transportation Supervisor will recruit for Branchburg transportation needs.
- 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.

**VI. Terms of Employment:**

- 12 month work year

**VII. Evaluation:**

- Annually

**Board Approved:** June 2, 2022