

TRANSPORTATION DISPATCHER

The Dispatcher/School Bus Driver is responsible for assisting with the operation and coordination of the bus fleet and other school district vehicles, equipment and student transportation services, establishing and maintaining positive, effective working relationships with transportation employees, school staff, parents and the community. The position assists in maintaining district bus routes and schedules field/sports trips while coordinating and assigning drivers and buses for student transportation.

SHIFT A: 6am - 2pm

SHIFT B: 9am - 5pm

WILL REPORT TO: TRANSPORTATION MANAGER

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE TRANSPORTATION DISPATCHER/SCHOOL BUS DRIVER INCLUDE THE FOLLOWING. OTHER DUTIES MAY BE ASSIGNED.

- Scheduling all maintenance work on buses and maintain individual and permanent files on each board owned vehicle
- Complete purchase orders that pertain to transportation vehicles
- Monitor fuel distribution system and order fuel as needed
- Have knowledge of traffic laws, regulation and hazards relating to transportation safety
- Ensures all routes are covered and implemented as scheduled
- Assign substitute bus drivers to routes to fill in for regular drivers as needed. Provide route information and instructions to substitute drivers
- Drive when no substitute is available
- Posts field/sports trips and assigns drivers to cover assignments. Prepare field trips for board approval
- Informs drivers of special requirements, road conditions, routing and all extraordinary conditions
- Prepares trip sheets, maps and other vital driver information related to extra trips
- Respond to routine requests for information and assistance from all transportation staff members
- Be thoroughly familiar with all school routes
- Keep accurate records of B6T's in the routing database and work in coordination with the business office to ensure that they are Union residents, and all information is up to date on the shared spreadsheet.
- Schedule mandated bus evacuations for each school twice per year
- Keep up to date records of driver license and medical expirations and send out monthly reminders as needed
- View videotapes to assist the Transportation Manager in the monitoring of student behavior and driver/assistant performance

- To perform all other duties as assigned by the Manager of Transportation.

QUALIFICATIONS:

- High School diploma or equivalent
- Minimum three (3) years' experience driving buses
- Valid New Jersey driver's license with Commercial Driver's License Class B with air brake, passenger and school bus endorsements
- Ability to schedule and organize work assignment to assure timely and effective completion
- Demonstrated ability to prioritize work on multiple tasks simultaneously and work effectively and calmly under rapidly changing, demanding and high stress circumstances
- Ability to communicate effectively: In person with coworkers and the public to present a professional positive image of the department and district; by telephone with parents, administrators and school personnel; via cell phone with bus drivers to give receive and relay messages, pupil problems and mechanical problems and to provide accurate information to supervisors, drivers, mechanics, school officials and the public
- Ability to work cooperatively and collaboratively in a team environment
- Knowledge of working with computers and computer programs included but not limited to Google Suites, Word, Excel. Transfinder software experience is preferred but will train the right candidate
- Ability to work independently with minimal supervision
- Must have the ability to exercise independent judgment
- Strong organizational skills is a must
- Hours of work MUST be flexible which may include switching work hours for emergencies and inclement weather.

EQUAL OPPORTUNITY EMPLOYER