

WAYNE TOWNSHIP PUBLIC SCHOOLS
Wayne, New Jersey
JOB DESCRIPTION

TITLE: G-102 - Transportation Dispatcher

EDUCATION AND EXPERIENCE REQUIRED:

1. High school diploma or GED required.
2. Under limited supervision, performs varied and increasingly responsible managerial duties. Experience in vehicle routing and scheduling, Operations, Safety Training, Driver Development and Training, Interaction Management.
4. Possess a valid driver's license (CDL) with P, S and Air Brake endorsements required.
5. A driving record with no serious violations.
6. Demonstrate skills in personnel management, scheduling and school transportation.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
9. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.

REPORTS TO:

Lead Transportation Dispatcher

JOB GOAL:

The Transportation Dispatcher will assist the Lead Dispatcher and Director of Student Transportation oversee the operation of the school transportation program and ensure the safe and efficient transport of pupils to curricular and extracurricular activities. The Transportation Dispatcher will also assist the Lead Transportation Dispatcher and Director oversee department operations that will support and ensure efficient transportation, district vehicle fleet management and communication services.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the dispatch of all district school vehicles and schedules drivers, aides, and substitute drivers.
2. Assists with ensuring compliance with all laws, regulations and board policy related to school transportation.
3. Assist in preparing all transportation records and reports as required by law, code or board policy.
4. Assist with the development and maintenance of stops and routes for all district students. Work with drivers concerning stop and route questions and modifications.
5. Alter schedules for early dismissals, road construction or any event that affects morning schedules.
6. Assign vehicles and drivers and aides according to established procedures.
7. Maintain directions for routes and trips and update regularly in the computer system.
8. Assure that district operated routes are updated, current and available for substitute drivers.

9. Monitor drivers at schools and spot check bus condition and documentation.
10. Complete and set up daily midday schedules, prepare and maintain route grid(s), along with driver and aide hourly payroll information.
11. Use and review appropriate bus sheets as necessary. Review, research and approve time sheets and make corrections as needed.
12. Coordinate with school personnel to provide athletic and student field trips. Arrange athletic and student field trips with outside transporters when necessary.
13. Oversee and monitor the drivers' and van aides' attendance and time management.
14. Contact parents of classified students to inform them of their child's bus schedule when necessary. Notify parents of changes in student's bus schedules when necessary.
15. Communicate immediately with the Lead Transportation Dispatcher, or the Director of Student Transportation, 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 respective school as soon as possible.
16. Ensure that vehicles are outfitted with equipment necessary to meet the needs of Special Education and Preschool students.
17. Conduct driver's safety meetings, discipline meetings and other meetings as required.
18. Drive district school vehicles on an as needed basis.
19. Assist with the development, oversight and direction of driver safety programs and professional development. Work with department safety training personnel to ensure compliance with current federal and state regulations.
20. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor or the Director of Student Transportation, and not otherwise prohibited by law or regulation.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education. This position is part of the International Brotherhood of Teamsters, Local 11.

ANNUAL EVALUATION:

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certificated staff.

PHYSICAL REQUIREMENTS:

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 accommodations 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.

BOARD APPROVAL DATE: September 9, 2021, Agenda Item T-17