

TRANSPORTATION

TITLE: TRANSPORTATION DISPATCHER

REPORTS TO: Management Services Director or his/her designee

- QUALIFICATIONS:**
1. State of New Jersey Type I driver's license and other qualifications required by law and/or the State of New Jersey.
 2. Five years recent school bus driving experience.
 3. Familiarity with Wall Township roads and schools.
 4. Knowledge of student routing software.
 5. Knowledge of office procedures.

PERFORMANCE RESPONSIBILITIES:

Assist the Transportation Supervisor in the performance of his/her duties primarily in the following areas by:

1. Maintaining communication with transportation fleet.
2. Coordinating and directing activities of transportation drivers during regular day and at times of emergency.
3. Driving the district's buses and vans in the absence of regular drivers as assigned by the Transportation Supervisor.
4. Participating in the training of the district's school bus drivers, including road training of bus drivers, road test and other licensing procedures.
5. Answering telephone and processing complaints and other information from the public.
6. Scheduling and participating in safety programs, checking bus stops, etc.
7. Coordinating, scheduling, and posting athletic and field trips, substitutes, and floaters.
8. Coordinating, scheduling, and obtaining quotes from outside vendors.
9. Processing accident reports, payroll vouchers and invoices.
10. Organizing and preparing a variety of materials for the Management Services Director and Transportation Supervisor, such as:

Correspondence	Substitute Lists and Records
Reports	Drivers' Manual
Work Orders	Petty Cash
Emergency Lists	Filing
Student Lists	Driver Certifications
Route Directions	

HOURS OF WORK: The hours for this position must, by necessity and nature of the operation, be flexible. Generally speaking, this position will work a 7½ hour day, exclusive of lunch.

TERMS OF EMPLOYMENT: Twelve months, with conditions set by the Wall Township Board of Education

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certified staff.

APPROVED: August 3, 2004