

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

TRANSPORTATION DISPATCHER

QUALIFICATIONS:

- High School Diploma or equivalent
- Knowledge of Transportation Routines
- Must have valid New Jersey CDL License Class B with passenger and school bus endorsements and no passenger restrictions
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Director of Transportation
Assistant Director of Transportation

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Answer telephone for the transportation department, direct calls to the appropriate person.
2. Assist parents on the telephone and at the window.
3. Provide radio support for drivers.
4. Maintain student database (entering/withdrawing student and assigning routes).
5. Prepare and execute the daily dispatch.
6. Maintain the Dispatchers Journal.
7. Serve as a substitute school bus driver when needed.
8. Maintain substitute driver instruction file.
9. Maintain destination direction file.
10. Assist drivers with directions for trips.
11. Perform general clerical office duties, as assigned.
12. Perform any and all other duties as assigned.

TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

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Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 2/11/2015

Revised: 10/14/2020