

GLASSBORO SCHOOL DISTRICT

JOB DESCRIPTION

TRANSPORTATION DISPATCHER

TITLE: Dispatcher

QUALIFICATIONS: High School diploma or equivalent
Required criminal history review, background check and proof of U.S. Citizenship or legal alien status.
Knowledge of computers and automated office equipment and possess excellent communication skills.

REPORTS TO: Transportation Supervisor

JOB GOALS: To assist the Transportation Supervisor in providing a safe and efficient transportation program for the district.

PERFORMANCE RESPONSIBILITIES:

- Maintains and updates transportation schedule.
- Assigns coverage for any absentee driver and/or aide.
- Oversees and maintains bus driver's license, physicals & fingerprints schedule.
- Update logs for NJMVC and County reports.
- Run abstracts when requested.
- Coordinates all trips (field trips, sports trips, etc.)
- Verifies trip approvals and paperwork.
- Assigns drivers to trips per contract.
- Oversee driver's written route directions.
- Enters data into transportation programs: (ex. new registrants, bus information, driver's information).
- Assist with Transfinder reports.
- Assist with bus maintenance reports.
- Assist with bus assignments.
- Assist mechanics with MVC bus inspections when needed.
- Assist with student input and routing.
- Assist the Transportation Supervisor with other tasks as assigned, e.g., State Reports, DRTRS.
- Maintains the confidentiality of privileged information and respects personal privacy at all times.

TERMS OF EMPLOYMENT: 12 months

SALARY: To be determined by the Board of Education

EVALUATION: Performance of this job will be evaluated by the Transportation Supervisor.