

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: TRANSPORTATION DISPATCHER

REPORTS TO: Supervisor of Transportation

JOB GOAL: To work closely with the Morris County Educational Services Commission (MCESC) Transportation Consultant in the development and implementation of all bus and van routes for the district. The Dispatcher will oversee the daily dispatch of our buses both in district and vendor operated to secure the safe and efficient transport of our students to and from school.

QUALIFICATIONS: Hold a CDL with S endorsement
Experiences as a driver and or dispatcher
Experience developing bus routes
Ability to perform pre-trip safety inspections
Required Criminal History Background check and proof of US
Citizenship or legal resident status

PERFORMANCE RESPONSIBILITIES:

1. Work closely with the Supervisor of Transportation in the development and coordination of all bus and van routes for the district.
2. Provide information to the Supervisor of Transportation for development of bid specifications for all routes to be run by outside vendors.
3. Coordinate all bus routes with district transportation staff and outside vendors transporting our students.
4. Prepare daily schedules for district drivers.
5. Maintain radio communication with all drivers and assist them when questions/problems arise.
6. Oversee the daily inspection and maintenance of all vehicles.
7. Coordinate and plan all extra-curricular and athletic runs.
8. Serve as the initial contact for drivers for all on-road incidents including lost children, accidents, breakdowns, and traffic issues.
9. Inform the Supervisor of Transportation, the Business Administrator, and the Superintendent about all emergency situations.
10. Assist in the collection of data for all state reports.
11. Drive routes when needed.
12. Familiarity with keen knowledge of Parsippany streets and existing routes.
13. In the absence of the Supervisor of Transportation, supervise the district's Transportation Department and all transportation department personnel.
14. Perform any other such duties as assigned.

Approved: October 20, 2005

Revised: May 12, 2009

Revised: December 15, 2014