

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Business/Operations

Non-Certified

Title: TRANSPORTATION DISPATCHER

QUALIFICATIONS:

1. High School Diploma or equivalent training; Associate's Degree preferred
2. Five (5) years of experience in pupil transportation
3. Hold and maintain a valid commercial driver's license with Class B passenger, School Bus, and air brake endorsements.
4. Logical thinking pertinent to vehicle routing and scheduling is necessary.
5. Ability to work in an environment where tasks are required to be handled at a fast pace and interruptions occur frequently and priorities may be subject to change
6. Ability to operate standard office equipment
7. Possess thorough knowledge of the Pleasantville Public Schools road system and school bus routes.
8. Practical knowledge of school bus driver's duties and ability to interact with drivers, district staff, and parents in a positive and professional manner at all times.
9. Effective oral and written communication skills
10. Ability to make sound, appropriate decisions and maintain confidentiality
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with 12. N.J.A.C. 6:3-4A.4.
14. Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3- 4A.4.
15. Meet such alternates to the above qualifications as the Superintendent or designee may deem appropriate, acceptable, and legal.

REPORTS TO: Transportation Manager or Designee

JOB GOAL:

Coordinate the daily transportation requirements to ensure the transportation of students is carried out as safely, efficiently, and cost-effectively as possible.

PERFORMANCE RESPONSIBILITIES:

1. The Transportation Dispatcher shall develop a comfortable working rapport with drivers so they can safely perform their driving responsibilities.
2. Provide driver coverage for daily requirements. The Transportation Dispatcher will be the primary daily contact overseeing drivers confirming their assignments or any conflicts or concerns.
3. Record and schedule Athletic and Co-Curricular field trips.
4. Sends Robo calls relating to the transportation department to communicate with parents and staff.
5. Communicate with parents and the community to resolve parental matters and concerns in the transportation department.
6. Drivers will report trip conflicts to the Dispatcher who will then discuss and resolve the conflict with Building Principals, Athletic Directors, or their designee.
7. Schedule vehicle requirements with the lead mechanic for special routing.
8. Confirm and/or clarify daily assignments with drivers and mechanics.

TRANSPORTATION DISPATCHER (CONTINUES)

9. Assist drivers with the development of routes. Drivers will report to the dispatcher any changes and modifications.
10. Distribute and collect route mileage sheets and student seating charts and maintain current files for reference.
11. Monitor student load levels on routes and advise of impending overloads.
12. Transportation Dispatcher will contact with drivers through the base radio and telephone communication and send messages to appropriate staff and others; response to inquiries from district staff and the community to provide information, direction, and clarification as needed.
13. Verify stop times and check routes on a regular basis to ensure they are being run correctly.
14. Contract vendor contractors regarding their contracted routes and monitor those routes are being run satisfactorily by randomly observing route operation.
15. Drivers will report to the Dispatcher with their completed daily bus check of sheets.
16. Coordinate the input of fuel/mileage logs as recorded by the fuel attendant and compiled by the transportation secretary to assure accurate data.
17. Assists in planning and scheduling daily operations to the transportation system using a computerized program.
18. Provide input to the Transportation Manager for yearly driver evaluations.
19. Perform such additional duties and activities the Superintendent or designee may find appropriate and acceptable

PHYSICAL DEMANDS:

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 accommodation 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 an acceptable form 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.

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. Pleasantville Public School District reserves the right to modify or interpret this job description as needed.

TERMS OF EMPLOYMENT: 12-month employee, salary, and work year as set by the Board of Education

TRANSPORTATION DISPATCHER (CONTINUES)

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Pleasantville Board of Education

Date: June 14, 2022

Revised: August 20, 2024

Legal References:

N.J.S.A. 18A:6-7.1

N.J.S.A. 18A:16-1

N.J.S.A. 18A:16-2

N.J.A.C. 6A:16-5.1

Criminal history record

Officers and employees in general

Physical examinations; requirement

School safety and security plans