

Morris-Union Jointure Commission
ADVERTISED POSTING
Position for the 2018-2019 School Year

Position: Transportation Route Dispatcher
(12-month position)

Location: Transportation Department

Anticipated effective date: To Be Determined

Qualifications:

- Possess valid CDL with school bus (S) and passenger (P) endorsements
- Minimum of two years' experience in school transportation
- Skills in route scheduling, dispatching drivers and school bus attendants
- Possess professional attitude, excellent communication skills and high school diploma
- Excellent computer skills required
- Must be punctual

Duties:

1. Coordinates dispatch and route coverage
2. Schedules route assignments and coordinates daily activities/absences
3. Communicates with district representatives regarding student bus routes
4. Responds to questions from drivers, school bus attendants, parents and member school districts regarding transportation issues
5. Assists in the input and regular updates of data for the student routing system and vehicle tracking system software's
6. Schedules State of New Jersey mandated School Bus Driver and School Bus Attendant training sessions
7. Develops route plans and stops for districts
8. Assists in compiling DRTRS data for annual reporting
9. Assists in coordinating and assigning community based instruction and job sampling routes
10. Coordinates with mechanics and other support staff for the service and maintenance of buses
11. Assists in compiling data for the Director of Transportation for monthly route cost adjustments
12. Coordinates Bi-Annual Bus Evacuation Drill with districts
13. Serves as back up for trip dispatcher
14. Contributes information for annual employee evaluations
15. Drives when necessary
16. Performs all other duties as assigned by the dispatch manager or director of transportation

To apply, please visit <https://www.applitrack.com/mujc/onlineapp/> to complete an online application. Thank you.