

**Flemington-Raritan Regional School District**  
**Job Description**

**Title:** **Assistant Transportation Supervisor/Dispatcher**

**Qualifications:**

1. Preferred qualifications include two years of clerical experience or prior employment in a school or office setting
2. High School Diploma
3. Knowledge of Microsoft Office/Google Software
4. Knowledge of proprietary transportation routing system
5. CDL required; P&S endorsements
6. Ability to lift over 50 lbs

**Reports to:** Supervisor of Transportation

**Job Goal:** Assist in scheduling driving assignments to ensure the safe and efficient transportation of students and other authorized passengers, and drive school buses as needed. Coordinate with transportation contractors to support scheduling needs. Work with the Transportation Supervisor to organize field and athletic trips and manage the use of district-owned vehicles. Support the timely planning and establishment of bus routes for all eligible students and other transportation duties as assigned by the supervisor of Transportation.

**PERFORMANCE RESPONSIBILITIES:**

1. Dispatches all vehicles for school runs in a timely manner;
2. Schedules, logs, and dispatches all school trips and is the contact person for schedule or other transportation related problems;
3. Maintains accurate logs of various activities, i.e., extra work reports, charter mileage, trip times, breakdowns, late arrivals, bus evacuations, etc.;
4. Monitors radio base station while buses are on the road and gives drivers assistance when needed;
5. Reports accidents to all parties per transportation guidelines and maintains uninterrupted service;
6. Records complaints and directs them to appropriate person for resolution;
7. Maintains positive and cooperative relationships with employees, parents, and other community members;
8. Assists in transportation office activities related to emergency;
9. Participates in transportation office management meetings;
10. Assists in development and/or changes in routes;

11. Coordinates bus repairs between the drivers and the mechanics;
12. Drives bus/van if coverage is needed, and employee is qualified;
1. Performs other duties as may be assigned by the immediate supervisor, the Superintendent of Schools or his/her designee.

**TERM OF EMPLOYMENT:** Twelve-month position, July 1 through June 30, 8 hour/day excluding 30 minute lunch. Working hours as scheduled by the Supervisor of Transportation.

**SALARY:** According to the negotiated agreement.

**EVALUATION:** Performance evaluated annually by the Supervisor of Transportation.

Board Approval: May 22, 2025