

PLEASE POST**DATE: 12/01/2011**

Transportation Services Dispatcher

*Full time
Annual Calendar
Litchfield, CT*

Major Responsibilities:

- Coordinate scheduling and use of transportation services equipment for the purpose of meeting Transportation's routine and emergency transportation requirements
- Dispatch drivers for the purpose of maintaining the Transportation schedule
- Observe and evaluate routes to ensure accuracy, safety and cost-effectiveness of the schedule
- Collaborate with school site personnel and special education administrators, regarding concerns relating to transporting students
- Maintain a variety of hardcopy and electronic documents, files and records for the purpose of documenting activities, provide reliable information and comply with all procedures
- Perform functions of van/bus Driver or Aide as needed, to meet student transportation needs
- Provide transportation services support and convey program information
- Resolve schedule conflicts to ensure all routes are covered
- Promote safety practices for all transportation services employees
- Provide assistance and support to the Danbury transportation staff as needed
- Arrange for substitute drivers
- Schedule and monitor preventative maintenance procedures for all vehicles
- Attend all meetings and participate in program workshops and functions
- Other duties as may be assigned
- Regular and consistent attendance is considered an essential function of this position

The Transportation Services Dispatcher works under the supervision of the Transportation Services Manager.

Qualifications:

- Minimum of a high school diploma, with experience tracking expenditures and schedules
- Experience with special needs student transportation
- Experience with routing/mapping, including the use of a GPS tracking system
- Commercial Driver's License with P and S and/or STV endorsement on license
- Must possess strong interpersonal skills, with a demonstrated ability to work well with drivers, other staff, school personnel, students and parents
- Appropriate vehicle knowledge for maintenance and repair
- Ability to use a computer and related technology, including knowledge of Word, Excel and the Internet
- Ability to remain calm in stressful situations; work well under pressure

Application Procedure: Interested applicants should email their resume to stack@educationconnection.org or send a letter of interest plus a resume indicating experience and knowledge relevant to the above requirements to:

**Human Resources # 27-12
EDUCATION CONNECTION
P.O. Box 909
Litchfield, CT 06759-0909**

Closing date for application: Position open until filled
Anticipated starting date is: ASAP

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A copy must be posted in EDUCATION CONNECTION's Danbury and Litchfield Offices.**

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