**TRANSPORTATION DISPATCHER**

**DEPARTMENT** Red River Transportation

**GRADE** 1

**CLASSIFICATION** Non-Exempt

**REPORTS TO** Executive Director

*Employee must understand that he/she is an ambassador for the Agency and represents Agency values and principals.  Attitude and personal appearance are important ingredients to public relations and representation of Community Action Development Corporation (CADC).  Dress and personal appearance requirements may be made by Program Directors and the Executive Director that project appropriate image or impact health and safety issues.*

***CADC IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER.***

**Job Summary**

Receive calls for bus service and schedules trips.  Must make decisions based on established policies and procedures.  May also perform general clerical work in line with transportation service.

**Duties and Responsibilities**

1. Receive all requests for riders.
2. Contact drivers and relay information.
3. Keep accurate logs of all calls taken and all dispatching.
4. Assist with transportation reports as requested.
5. Must be willing to attend training (agency or outside) as required.
6. Must be willing to submit to pre-employment, post-accident and random drug testing as outlined in Agency Substance Abuse Policy.

**Qualifications**

Must be able to communicate well with the public.  Should demonstrate competency in operation of office machines (computer, copy machine, fax machine, and calculator).  Must possess verbal and written skills necessary to process data and communicate with the public.

**Physical Demands**

Must be able to sit for long periods of time.  Must be able to hear well and communicate freely with the public.

**I have read and understand this job description. I am fully qualified for this position and will perform the duties as described. I understand that this job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and trainings as dictated by their supervisor(s). I understand that management reserves the right to revise the job description as necessary and appropriate to meet program requirements and regulations.**

**Employee Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised 05/2021