

CASE Collaborative

Assistant Manager/ Dispatcher

Full-time, full year position. Salary commensurate with experience - excellent benefits

Assist in the planning, directing and coordination of CASE Transportation operations.

Computer Skills/ Microsoft Office/ GPS Tracking Software

- Assist in supervising full-time, part-time and substitute drivers
- Establishing, maintaining and assigning of routes
- Daily communication (dispatching) with drivers
- Assign Field Trips and Special Transportation Request.
- Monitor driver hours to minimize overtime
- GPS Monitoring
- Communicate with Parents, Schools and Administration

Please send resume to mfinnegan@casecollaborative.org