



**Position Title:** Professional Driver Dispatcher  
**Reports to:** Location, Area or Regional Manager  
**Status:** Non-Exempt / Hourly

This position is responsible for properly tracking and dispatching all drivers in the assigned area utilizing RCX Onboard Technology (OT). The person in this position will exhibit excellent interpersonal and oral communication skills, strong organizational skills and a strong sense of advocacy on behalf of the railroad and their crews.

#### **Primary Job Responsibilities**

- Properly track and document, in the OT system, the shift begin and end time of all MPV and yard shifts in the assigned areas.
- Set-up trips in the OT system when requested.
- Timely dispatch drivers on trips to ensure on-time pickups.
- Properly close and/or review closings of all trips and shifts.
- Communicate with railroad personnel and management regarding requested trips.
- Request and initiate ad hoc shifts. Cooperate with Regional, Area and/or Location Managers of fulfillment of ad hoc shifts.
- Communicate and cooperate with Regional, Area and/or Location Managers regarding shift coverage.
- Track and report exceptions regarding issues with technology, drivers and any other issues that might arise during the shift.
- Professional and courteous communication with drivers, management, and railroad personnel.

#### **Secondary Job Responsibilities**

- Covering a driver shift when necessary
- Preparation of reports as needed or requested
- Other clerical duties as requested

#### **Educational Requirements**

- High School diplomas or the equivalent

#### **Experience Requirements**

- New Driver Training
- Prefer a minimum of 6 months as a RCX Driver

**Minimum Requirements**

- Current valid state issued Driver’s License issued by the State of Residence
- No record of Drug or Alcohol related convictions within the previous 3 years
- No careless, reckless or failure to control violation in last 3 years
- No auto theft conviction in last 3 years
- No more than 2 moving violation within the last 3 years
- Must be cleared by e-railsafe

**Travel Requirements**

- Negligible, needed for training purposes

**Computer Skill Requirements**

- MS Outlook
- MS Excel
- On Board Technology (OT)

**Physical Qualifications**

- Typing , 45 wpm or faster preferred
- Ability to lift up to 20 lbs.
- Position requires extended periods of time sitting, up to 12 hours
- Position requires extended periods of computer use
- Must be a minimum of 21 years of age
- Employees must be able to meet the physical requirements of the Federal Motor Carrier Safety Act’s, Section 391.41 (if required) by submitting and passing a DOT physical examination.
- Ability to hear instructions and directions over the phone and/or radio.
- Submit to and received negative drug and/or alcohol test

**Personal Qualifications**

- Excellent interpersonal and oral communication skills
- Strong attention to detail
- Ability to manage multiple tasks simultaneously
- Must possess a sense of urgency in regards to the needs and demands of the railroad

I understand, accept and will comply with the above requirements as a Professional Driver Dispatcher with RCX. If at any time my situation changes I agree to voluntarily notify RCX within 24 hours of the change in my ability to fully function in the Professional Driver Dispatcher position.

\_\_\_\_\_   
 PDD Signature

\_\_\_\_\_   
 Printed Name / Date

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Manager Signature	Printed Name / Date