



Part-time Dispatcher

Location: Casselman, Ontario

417 Bus Line Ltd., a division of Switzer-Carty Transportation, is a trusted transportation provider serving Eastern Ontario with a strong commitment to safety, reliability, and exceptional customer service. Switzer-Carty is the fastest-growing privately held school bus company in Ontario and one of the largest operators in the province, safely transporting more than 100,000 students each day. Recognized as a leader in the industry, Switzer-Carty is known for delivering superior customer service and fostering a culture that values people and supports employees in doing their best work.

417 Bus Line is seeking a Dispatcher to join our Operations team at the Casselman branch. This is a part-time position scheduled Monday to Friday from 11:30 AM to 5:30 PM (30 hours per week), reporting to the Branch Manager. The anticipated start date for this role is February 1, 2026.

The primary responsibilities of this position include cultivating strong relationships with drivers and customers to provide exceptional service at all times.

PRIMARY RESPONSIBILITIES:

- Schedule drivers to cover open routes, absences and charter work
- Maintain communication and act as a first contact and support for drivers needing assistance and guidance while they are on their bus routes and performing charters
- Quickly assess incoming information, prioritize situations and make appropriate decisions while working under tight deadlines
- Collaborate with all departments to ensure information is shared in a timely fashion

KNOWLEDGE AND SKILLS

- Strong Organizational Skills – ability to organize, prioritize and maintain accurate and up-to-date records and follow-up to ensure task completion.
- Superior Time Management Skills and the ability to multi-task and work in a fast paced environment

- Strong Interpersonal Skills – ability to build and maintain positive relationships with drivers, branch manager and customers by being an active listener, showing empathy and compassion
- Ability to remain calm, clear and in control especially in emergency situations
- Superior Communication Skills – ability to be an active listener, speak clearly, communicate effectively
- Problem Solving – ability to assess situations and find effective solutions to resolve problems in a timely manner
- Perform other related duties depending on branch needs

QUALIFICATIONS

- High School Diploma or academic equivalent
- 1 year of school bus industry experience and/or dispatch experience
- 1 year of experience in a customer service related position
- Accurate and efficient keyboarding skills
- Strong knowledge of Microsoft Office (Excel, Word)
- Sound geographical knowledge of the Quinte region would be an asset
- Requires regular attendance throughout the school year (September to June)
- Bilingualism in French and English is required

PAY: starting at \$23.00 per hour.

TO APPLY: Please email your resume to careers@switzer-carty.com

Switzer-Carty Transportation thanks all interested applicants, however only those selected for an interview will be contacted. Switzer-Carty welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.