

BUS DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Supervisor of Transportation, an employee in this class has major responsibility for the coordination and implementation of school bus schedules. Incumbent ensures that there are adequate vehicles and drivers available for the transportation of the pupils. Schedules are primarily for school hours, however may include after-school activities as well. Does related work as required.

EXAMPLES OF WORK: Illustrative Only)

Determines that all vehicles are staffed for the day;

Calls and assigns substitute drivers, as needed;

Plans, schedules and assigns drivers to provide transportation for special events, including class trips, athletic events, etc.;

Assists in the planning and preparation of bus routes;

Answers telephone inquiries and two-way radio, as assigned;

Maintains a variety of records, i.e. mileage, gas consumption, and other related data, either manually or computerized;

Supervises the cleaning of buses;

Arranges for maintenance and repair of vehicles and/or equipment as reported by driver,

May drive a school bus for regularly scheduled routes, field trips and other school activities as necessary;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of school district area, location of all schools within the school district and those located outside of the district for which transportation is provided; good knowledge of the maintenance and operation of buses; familiarity with all routes and bus stops; familiarity with locations to which field trips are provided; familiarity with all rules, regulations and policies regarding transportation; ability to coordinate and schedule bus routes; ability to deal tactfully and effectively with the bus drivers; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; good judgment; clerical aptitude; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) one (1) year of work experience scheduling transportation routes or dispatching vehicles; or (b) two (2) years of driving experience in commercial or school transportation.

SPECIAL REQUIREMENT: (1) possession of the appropriate motor vehicle license, issued by the New York State Department of Motor Vehicles, if the incumbent is required to operate a school vehicle in the transportation of children; (2) incumbents required to drive must be at least twenty-one (21) years of age. The appointing authority is responsible for ensuring that the candidate meets these conditions.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.