

BUS DISPATCHER

Code No. 5-02-012
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a key position in the coordination and direction of a fleet of school buses responsible for the assignment of routes and maintenance of deployment records. Employees report directly to and work under the general supervision of the Transportation Director or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assigns drivers to bus routes;

Dispatches vehicles according to schedule;

Calls out bus drivers for necessary runs;

Assists with payroll and other required records and forms;

Maintains records of vehicles available for regular and special runs;

Checks drivers' files and reviews training and licenses;

Arranges for substitute bus drivers;

Operates two-way radio;

Assists in ongoing driver training and safety meetings;

Maintains maintenance records of buses;

Trains new drivers;

Assigns additional work such as driving for field trips and sports events;

Substitutes as a bus driver when a substitute is unavailable.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the coordination of a large fleet of buses; ability to keep detailed records of bus use, maintenance, and repair; ability to carry out simple oral and written instructions; ability to maintain good relations with the driver force and with the general public; alertness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus one (1) year paid full-time or its part-time equivalent experience as a bus driver, or clerical work in bus transportation activities.

SPECIAL REQUIREMENTS:

Depending upon assignment, possession of a current Class *B* or Class *C* Commercial Driver's License (CDL) with a *P* (Passenger) endorsement and *S* (School Bus) endorsement, issued by the State of New York at the time of appointment, (must be twenty-one (21) years of age in order to be eligible to obtain required driver's license).

FOR BOCES #1 ONLY: Possession of a valid New York State Class *D* Operator's license at time of appointment.

Must meet all other State and Federal pre-employment requirements of the position prior to employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: December 12, 1980

REVISED: January 20, 1983

REVISED: October 5, 2006