



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

ANTICIPATED - JOB POSTING

POSTING DATE: December 9, 2022

POSITION: Bus Dispatcher

HOURS: 8 hours daily

SALARY: Starting at \$21.72 per hour

**CLASSIFICATION
REQUIREMENTS:**

- High School Graduate or Possession of a GED.
- Three (3) years of full-time, or its part-time equivalent, paid experience in the operation of a bus.
- Three (3) years of full-time, or its part-time equivalent, paid general clerical work experience, which must have included radio or two-way dispatching duties.
- An equivalent combination of experience from above.
- CDL Class A or B License with S & P Endorsements.
- Must be able to maintain eligibility and certification under New York State Department of Motor Vehicles Article 19A of the Vehicle and Traffic Law.
- Must meet Civil Service requirements.

**GENERAL JOB
DESCRIPTION:**

- Assist in determining bus routes, schedules, and scheduling drivers;
- Operate radio equipment to dispatch buses and drivers to assigned routes;
- Make necessary arrangements to provide transportation services for special projects and special occasions;
- Prepare drivers with daily bulletins containing information on changes in assignments, as well as new driving assignments;
- Perform clerical tasks in connection with the work of the department including, but not limited to, record and file complaints and accident reports, keep records relative to bus drivers for payroll purposes, maintain necessary financial records, and keep records of daily mileage, times, and incidents when operating vehicles;
- Efficiently operate a school bus under all driving and road conditions;
- Calmly and efficiently perform in emergency situations;
- Excellent knowledge of driving safety practices as well as traffic laws and regulations;
- Excellent written and verbal communication skills;
- Extensive knowledge on the operation and maintenance of two-way communication radio and telephone systems;
- Additional duties as assigned by supervisor.

**APPLICATION
PROCEDURE:**

Complete a Phelps Clifton Springs CSD application via the [Job Board](#) and

Apply online on the Ontario County Civil Service Employment Portal: <https://ontario-portal.mycivilservice.com/jobopps>

**APPLICATION
DEADLINE:**

December 23, 2022 or until filled

The classification requirements and general job description are presented herein only for illustrative purposes and do not reflect the entirety of the classification requirements and job description required for the position.

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Michele Robinette, compliance officer/coordinator, at mrobinette@midlakes.org. Mrs. Robinette can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).