

BUS DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS: The duties of this position include providing continuous, timely and safe bus service to students by maintaining bus schedules involving a large number of buses and drivers. Employees in this class are responsible for the operation of telephone and two-way radio equipment to dispatch buses and drivers to their assigned routes. Employees must be able to function calmly in emergencies and to take appropriate action. The work is performed under established policies and under the general direction of an administrative official. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in determining bus routes and schedules and scheduling drivers;  
Operates radio equipment to dispatch buses and drivers to assigned routes;  
Makes necessary arrangements to provide transportation services for special projects and special occasions;  
Prepares drivers daily bulletins containing information on changes in assignments, as well as, new driving assignments;  
Performs clerical tasks in connection with the work of the department;  
Records and files complaints and accident reports;  
Performs a variety of tasks related to the transportation program;  
Keeps records on bus drivers for payroll purposes;  
Maintains necessary financial records;  
Operates a variety of office machines;  
May prepare orientation and training courses for new bus drivers;  
May operate a bus in an emergency or on a regular schedule;  
Keeps record of daily mileage, times, and incidents when operating vehicles;  
Attends training programs and conferences related to the transportation system.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation and maintenance of two-way communication, radio, and telephone systems; good verbal communication skills; good knowledge of safe driving practices and traffic laws and regulations; ability to efficiently operate a school bus under all driving conditions; ability to perform calmly and efficiently in emergency situations; ability to work effectively with others with minimal supervision; ability to understand and follow oral and written directions; ability to maintain records and prepare reports; good judgement; tact; courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; AND

1. Three (3) years of full-time, or its part-time equivalent, paid experience in the operation of a bus, OR
2. 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, OR
3. An equivalent combination of the experience as noted in (1) and (2) above.

SPECIAL REQUIREMENT: Candidate must possess a valid Class A or B CDL with school bus and passenger endorsement at time of appointment and throughout appointment. Applicants must be able to maintain eligibility and certification under New York State Department of Motor Vehicles Article 19A of the Vehicle and Traffic Law.

APPROVED: DECEMBER 15, 2017

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

*PJC - Subject to the approval of the New York State Civil Service Commission*