

SCHOOL BUS DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for dispatching school buses and drivers as well as monitoring bus radio transmissions. Immediate supervision is received from the Transportation Supervisor with little leeway allowed for the exercise of independent judgment. Supervision over the work of others is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Dispatches buses and drivers on assigned routes;

Monitors all bus radio transmissions and responds to drivers' requests;

Assists in maintaining records;

Assists in preparing simple reports;

Assists in planning bus routes and schedules;

Determines alternate bus routes, as necessary, due to road conditions or other circumstances;

Responds to questions and complaints from drivers, parents and children regarding bus routes and schedules;

Drives a school bus when necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the geography of the school district; good knowledge of motor vehicle laws and safety precautions pertaining to school bus operation; ability to understand and carry out oral and written instructions; ability to prepare and maintain simple records and reports; ability to respond appropriately in emergency situations; ability to operate a school bus safely under all driving and road conditions; ability to get along well with others; mental alertness; tact and courtesy; good judgment; good moral character; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Six (6) months of full-time paid, or its' part-time equivalent, experience in dispatching vehicles or driving a bus; **AND**
2. Possession of the appropriate New York State Driver's License; **AND**
3. Must be at least twenty-one (21) years of age.

Note: In addition, candidates must satisfy the requirements for School Bus Driver set forth in the rules and regulations of the New York State Commissioner of Education and the New York State Department of Transportation.

ULSTER COUNTY
5665 SCH BS DIS
Classification: Competitive
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Adopted: November 30, 1994