

SCHOOL BUS DISPATCHER

483-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for scheduling bus assignments and efficiently maintaining a system of bus routing in a school transportation system. The position may also involve duties pertaining to the operation of a transportation system, including record keeping, payroll maintenance, occasional driving, and other duties as may be required. Depending on the organizational structure of the school district, incumbents may be required to obtain certification as an Examiner from the New York State Department of Motor Vehicles in order to provide bus driver testing and examination functions in accordance with the provisions of Article 19-A of the Vehicle and Traffic Law. Supervision is exercised over bus drivers. Work is performed under general direction of a Transportation Supervisor or other administrative person in the school district.

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.*

Prepares time schedules for buses and insures timely departures and arrivals;

Conducts reviews and studies of bus routes to determine route changes;

Determines routes to be followed by drivers;

Assists in preparation of transportation reports, records, and maps of bus routes;

Arranges for call-in of substitute drivers and coordinates scheduling of drivers to fulfill

transportation requirements;

May assist in training of new drivers;

May administer a required annual behind-the-wheel road test for each bus driver including substitute drivers;

May administer written or oral school bus operator tests for each bus driver including substitute drivers;

May conduct annual driving reviews both in and out of a school vehicle for drivers and substitute drivers;

May be assigned responsibility to determine that all requirements set forth in Article 19-A of the Vehicle and Traffic Law have been fulfilled, including maintenance of individual drivers files and documents;

May be responsible for maintenance of time sheets and payroll records;

Maintains a variety of records on mileage, gasoline usage, inventory control, and other aspects of the transportation operation;

May operate a bus.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of standard transportation methods and of the operation of buses; good knowledge of the school district geography and road or highway systems; ability to plan and supervise the work of others; ability to get along well with others; ability to prepare reports and maintain records; ability to follow directions and to prepare bus routes; dependability; and safety consciousness.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from high school or possession of an equivalency diploma and one year of experience in operating a school bus or in a position which involved scheduling time and work assignments for several people; or

(B) Two years of experience as described in (A) above.

***NOTE:** If the position involves operation of a bus, candidates for appointment will be required to have the appropriate class motor vehicle license. Positions involving Examiner functions as set forth in 15NYCRR (Regulations of the Commissioner of Motor Vehicles) must also be certified as an Examiner by the Department of Motor Vehicles.*

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Last Reviewed: 3/24/99

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 3/7/2023