School Bus Dispatcher (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This work primarily involves the transmitting and receiving communications involved with the transportation Department. The incumbent is responsible for some clerical duties such as, reporting, schedules, entering data and preventative maintenance as required by State and Local regulations. Work is performed under direct supervision of the Transportation Coordinator and or Head Bus Driver and may be indirect supervision of Business Administrator/Superintendent. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

Assists with radio communications between transportation department vehicles, drivers, monitors and aides on a day-to-day basis, fully responsible for radio communication in the absence of Transportation Coordinator and/or Head Bus Driver;

Records data into bus routing software, generates route sheets and distributes to transportation department regularly;

Assigns equipment to Transportation Department staff daily;

Maintains payroll and equipment accounts and inputs data;

Prepare and plan all regular maintenance scheduling for all motor equipment, ensuring preventative maintenance is performed as required by State and Local regulations;

Prepares, types and edits correspondence, reports, memoranda and other material;

Maintains bus route sheets, transportation department seniority lists for assignment of vehicle runs and trips, prepares trip sheets and vehicle mileage records;

Monitors fuel farm activity, including the fuel tank alarm system, swipe card account system and fuel orders;

Maintain inventory of tools, equipment, parts, and replacement equipment parts;

Notifies transportation department and drivers of road closures, vehicle maintenance schedule and vehicle cleaning schedule;

Maintains dispatch work area and ensures that equipment is clean and in working condition.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of the transportation operation and of a school district; good knowledge of the district's roads and locations; working knowledge of the operation of a two-way radio; clear speaking voice and excellent dictation; ability to effectively work with drivers, helpers and the public; ability to understand and carry out oral and written instructions; ability to use computer applications such as spreadsheets, word processing, e-mail and database software, ability to post simple records and make simple arithmetical computations; accuracy; tact; alertness; good judgment.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Dept. of Education **AND EITHER:**

A. One (1) year of full time paid experience in a business organization with dispatching of personnel or equipment;

OR

B. Three (3) years of experience in driving a school bus;

OR

C. Any combination of training and experience a defined in (A) or (B) above.

NOTE: Part-time, paid experience may be prorated.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.