



CIVIL DIVISION
CLASS SPECIFICATION

**HEAD BUS DRIVER -
DISPATCHER**

DATE ADOPTED: 08/08/1994

LAST REVISION: 9/19/2024

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DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position involving the responsibility for the efficient and safe operation and daily minor maintenance of a school bus fleet, including assigning routes, dispatching and monitoring buses by two-way radio transmission, scheduling drivers, keeping time records, and occasional bus driving. Work is performed under the general supervision of a higher level employee. Supervision is exercised over the work of School Bus Drivers.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists in the development of bus routes and the scheduling of bus stops;
2. Assigns and dispatches buses and drivers on regularly established routes and provides scheduling for late dismissal buses and for students who miss assigned buses;
3. Determines alternate routes when necessary because of road conditions or other circumstances; assists the designated administrator in determining adjustments to school and bus schedules due to inclement weather and other emergency conditions;
4. Monitors all bus radio transmissions and responds to driver requests;
5. Maintains a list of substitute Bus Drivers and insures coverage for every route;
6. Maintains time records for of personnel for payroll purposes;
7. Directs maintenance work of Bus Drivers;
8. Prepares purchase orders and maintains records of daily purchases and outstanding purchase orders;
9. Keeps simple records of tires, gas, oil and other supplies used;
10. Instructs drivers in appropriate action to take in emergencies, conferring with supervisor in more unusual or difficult situations; informs supervisor of any unusual conditions;
11. Answers telephones and gives information on bus schedules and routes;
12. Works with school administrators and bus drivers to maintain consistent and appropriate bus safety practices;
13. May check oil, batteries, tires, and perform a variety of other maintenance tasks and minor repairs;
14. May arrange for or participate in the training of Bus Drivers and conduct annual road and written tests;
15. May drive school bus and make special trips as required.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of school transportation systems; good knowledge of the operation of buses; good knowledge of the geography of the district and the surrounding area; working knowledge of standard automotive repair methods and of the terminology and tools of the trade; ability to direct the work of others through radio communication; ability to drive a bus; ability to communicate effectively with employees and the public both orally and in writing; ability to maintain records; mechanical ability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Two years of experience as a school bus driver with experience in the use of two-way radio equipment;
- OR: (B) Two (2) years of experience in the operation, repair, scheduling or related work involving automotive equipment or transportation systems with experience in the use of two-way radio equipment;
- OR: (C) An equivalent combination of the experience in (A) and (B) above.

SPECIAL REQUIREMENTS:

1. Possession of a valid appropriate level New York State Commercial Driver License with appropriate endorsements at the time of appointment and to maintain position.
2. Candidates may be required to possess or obtain certification as a 19-A Licensed Examiner.
3. In some school districts, candidates may be required to possess or obtain certification as a School Bus Driver Instructor (SBDI).

NOTE: In school districts, drivers must be at least 21 years of age. In addition, candidates must satisfy requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education. Where applicable, all candidates must meet the requirements for Bus Drivers set forth in the New York State Vehicle and Traffic Law and any other statutory requirements that apply.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: 11/7/96, 9/19/24