

SCHOOL BUS DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves dispatching school buses and drivers and monitoring bus radio transmission in a large school district. Work is performed under the general supervision of a higher level employee with leeway allowed for carrying out the details of the work. Although an employee in this class directs the work of Bus Drivers, overall supervision is not normally a function of the class.

TYPICAL WORK ACTIVITIES:

1. Dispatches buses and drivers on assigned routes;
2. Monitors all bus radio transmission and responds to driver requests;
3. Informs drivers of changes in work assignments and scheduling;
4. Assigns substitute drivers to ensure that all routes operate on schedule;
5. Instructs drivers in appropriate action to take in emergencies, conferring with administrator or supervisor first in more unusual or difficult situations;
6. Assists in planning bus routes and schedules;
7. Determines alternate routes when necessary due to road conditions or other circumstances;
8. Provides scheduling for late dismissal buses and students who miss assigned buses;
9. Maintains logs of substitutes and dispatches made;
10. Responds to questions and complaints from drivers, parents and students regarding bus routes and schedules;
11. Informs transportation administrator of unusual conditions;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of school transportation systems; good knowledge of the geography of the district and the surrounding area; ability to direct the work of others through radio communication; ability to get along well with others; ability to express ideas clearly and effectively; ability to understand and carry out oral and written instructions; ability to maintain records; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in dispatching, driving for or administering the operation of a transportation system comprised of a minimum of five (5) vehicles with experience in the use of two-way radio equipment. Any work experience may be substituted for formal education on a year-for-year basis.

SV1411

ADOPTED: 08/28/80

REVISED: 07/22/94