

DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS: This work primarily involves the transmitting and receiving of messages and the routing and scheduling of buses. Work is typically performed under the direct supervision of a Supervisor of Transportation or his/her designee. Communication with staff, the community and school administrators is required. Direction is given to drivers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Dispatches workers on regular and emergency transportation duties;

Assists in scheduling, routing, assigning and reassigning students, drivers and other staff for regular daily transportation as well as for special transportation requests and trips;

Prepares daily assignment schedules, determines vehicle staffing, and contacts/assigns substitute drivers for scheduled and unscheduled trips;

Coordinates emergency road service with garage staff, including dispatching spare buses;

Transmits and receives messages via a two-way radio system in communication with bus drivers;

Receives telephone calls from parents of school children regarding routes and schedules;

Uses routing computer software to schedule routes/stops/students;

Performs routine clerical work such as operating a personal computer, typewriter, and copy machine, and updating filing system;

Prepares requisitions, purchase orders, inventory controls, payroll, tripsheets, transportation records, accident reports and personnel records;

Manages daily statistical information and collection of school transportation data such as mileage, gas consumption, etc.;

May drive a school bus, as needed;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the transportation operation 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 diction; skill in effectively dealing with drivers, helpers, and the public; ability to understand and carry out oral and written instructions; ability

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to use a computer; ability to post simple records and to make simple arithmetical computations; accuracy; tact; alertness.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and one (1) year of dispatching service in transportation services or a related field; or
- b) Graduation from high school or possession of a comparable diploma and three (3) years of experience in driving a school bus; or
- c) An equivalent combination of training and experience as defined in a) and b) above.

SPECIAL REQUIREMENTS:

1. Candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check, in accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education.
2. Possession of a Class B New York State CDL with Passenger (P) and School Bus (S) Driver License Endorsements may be required within six (6) months of appointment.