

SCHOOL BUS DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for establishing daily route schedules for school district bus drivers, and communicating with school district bus drivers in regards to routes, schedules, pick-up and drop off points. The incumbent acts as the contact person for all district personnel requesting transportation. The work is performed under the general supervision of the Supervisor of Transportation in accordance with established policies and procedures. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Dispatches all regular education and special services buses;
Directs drivers on routing, schedules, and other factors necessary to perform efficiently;
Informs drivers of special requirements and road conditions;
Ensures all routes and assignments are implemented as scheduled;
Advises building officials of route changes, bus changes, late arrivals and departures;
Receives bus trouble calls and coordinates replacement buses and drivers;
Assists in route planning, route sheet updating, assignment of routes and driver and bus assignments;
Acts as the contact person for all district personnel requesting transportation and determines all pertinent data;
Interacts with mechanics and vendors in regards to maintenance on vehicles and other related equipment;
Keeps up to date on related State and Federal guidelines and regulations, and relays information to pertinent employees;
Notifies drivers of any cancellations;
Calls substitute or on-call drivers when necessary;
Maintains records, reports and logs related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the geographic area served by the district;
Good knowledge of State and Federal rules and regulations applicable to the operation of school buses and transporting students within a school transportation system;
Good knowledge of the methods of scheduling and dispatching a school bus transportation fleet;
Ability to communicate effectively both orally and in writing;

Ability to perform a variety of tasks simultaneously;
Ability to schedule and organize work assignments to ensure
timely, efficient and effective completion;
Ability to estimate travel times and distance between two
points;
Ability to read and interpret school district roads and maps;
Ability to prepare and maintain records and reports;
Ability to work cooperatively and collaboratively in a team
environment;
Good organizational skills;
Tact, patience and dependability.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an equivalency
diploma and one year of experience in the dispatching,
scheduling, routing, and assigning of vehicles and drivers in a
transportation system.

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5/8/18

Competitive