

BUS DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS: The primary duty of employees in this class is to provide continuous bus service to many students or to the community by maintaining bus schedules which involve many buses and drivers. Employees in this class are responsible for the operation of telephone and two-way radio equipment to dispatch buses and drivers to their assigned routes. Employees must be able to function calmly in emergencies and to take appropriate action. The work is performed under established policies and under the general direction of an administrative official. The work involves the supervision of many bus drivers. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assigns bus drivers to routes;
- Operates radio equipment to dispatch buses and drivers to assigned routes;
- Maintains continuous status and location records of all buses and drivers;
- Instructs bus drivers on the safety precautions which must be observed while in route;
- Makes necessary arrangements to provide transportation services for special projects and Special occasions;
- Prepares drivers daily bulletins containing information on changes in assignments as well as, new driving assignments;
- Records and files complaints and accident reports;
- Periodically checks correct operation of radio and telephone equipment to ensure continuity of service;
- Performs a variety of tasks related to the transportation program;
- Keeps records on bus drivers for payroll purposes;
- May operate a variety of office machines and performs clerical tasks in connection with the work of the department;
- May prepare bus routes;
- May prepare orientation and training courses for new bus drivers;
- May operate a bus in an emergency or on a regular schedule.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; good knowledge of the operation and maintenance of radio and telephone equipment; good knowledge of the geography of the transportation of routes; ability to perform calmly and efficiently in emergency situations; ability to understand and follow oral and written directions; ability to maintain records and prepare reports; ability to assign work to subordinates; good hearing and clear dictation; good judgement; courtesy.

MINIMUM QUALIFICATONS:

EITHER:

(A) Graduation from high school or possession of a high school equivalency diploma;

OR:

(B) Two (2) years of experience in the operation of buses.

NOTE: Verifiable part-time experience as stated in (B) above will be pro-rated toward meeting full-time experience requirements.

Established 9/20/2023 PO