

ASSISTANT SCHOOL BUS DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS: This is office clerical work for a school bus transportation system which includes assisting the School Bus Dispatcher by assigning drivers and buses for extra trips (field, athletic, etc.), working with the School Bus Dispatcher to coordinate the extra trips with the standard trips, record-keeping and other clerical processing to comply with requirements of the New York State Transportation Department. Bus and/or driver dispatching is done in the absence of the School Bus Dispatcher. In addition, testing of drivers (both written and road) may be done in accordance with state mandate. The work is performed under the supervision of the School Bus Dispatcher. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and maintains records of drivers and buses available on both a daily and hourly basis;
Maintains time card records for drivers;
Answers telephone calls and gives out routine information to parents and school staff;
Schedules drivers and buses for extra trips (e.g. field, athletic, etc.);
Meets with School Bus Dispatchers to coordinate extra and standard trips;
Maintains records of all extra trips;
Assumes responsibilities of School Bus Dispatcher in her/his absence;
May, as a certified examiner, administer state required tests of bus drivers;
May drive a school bus on an as-needed basis.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the geographic area to be served; good knowledge of bus operation and safety practices related to school buses; ability to plan schedules; ability to maintain records and prepare simple reports; ability to understand and interpret moderately difficult written materials and oral instructions; good physical condition as prescribed by the Commissioner of Education and/or the Commissioner of Motor Vehicles.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of paid work experience which involved planning vehicle routes, scheduling drivers and dispatching vehicles. Such experience must have included or been supplemented by at least six (6) months of clerical record-keeping work experience.

SPECIAL REQUIREMENTS:

1. Possession of a driver's license appropriate for the size of bus that may be driven.
2. Certification, as an examiner, as defined by the Department of Motor Vehicles Law, Section 6.16, if examiner duties are required.