

CHIEF DISPATCHER (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: This is primarily scheduling and routing work of a complex nature which involves overseeing and developing plans for the transportation of students including the physically and/or emotionally handicapped. The work is performed under the direct supervision of the Transportation Services Supervisor. Supervision is exercised over a number of School Bus Drivers and clerical support personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares master routing plans and revises same, when appropriate;

Prepares daily driver schedules;

Receives and transmits messages by telephone and two-way radio and resolves problems (e.g. bus breakdowns and driver absenteeism);

Trains drivers in the proper operation and care of vehicles used in the fleet and conducts in-service training for employees to ensure compliance with state regulations and procedures;

Maintains liaison with component school districts;

Receives and responds to in-person and telephone complaints;

Prepares and maintains accident reports and records;

Takes part in the recruitment, screening and recommendations for appointment of drivers;

Assists in the preparation of the annual budget for the fleet operations portion of the transportation program;

Recommends action to be taken in unusual circumstances such as school closings due to snow, etc.;

Prepares bid specifications, reviews and recommends action regarding same, and acts as liaison with contractors;

Arranges for field trips for students in Occupational Education and other programs for the handicapped;

May operate a school bus as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles necessary to schedule and route vehicles in a school district transportation program; thorough knowledge of the geographic area to be served; good knowledge of the operation and care of motor vehicles used in a school district transportation program; good knowledge of the rules and regulations of both the New York State Commissioner of Motor Vehicles and the New York State Department of Education governing the transportation of school children; good knowledge of related safety practices and procedures and standard automotive terminology; ability to supervise the work of others; ability to maintain records and prepare reports; ability to operate motor vehicles used in a school district's transportation program.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of paid work experience in scheduling, routing and assigning vehicles and drivers in an activity such as transit, warehousing, production, etc., at least one (1) year of which must have been in a school district transportation program.

NOTES:

1. Additional experience may be substituted for schooling on a year-for-year basis.

(over)

2. Two (2) years of experience in the operation of motor vehicles as a chauffeur, taxi driver, bus driver or related position involving scheduled vehicle runs may be substituted for one (1) year of the required general experience.

SPECIAL REQUIREMENT: When vehicle operation is required, possession of a valid driver's license appropriate for the kind and size of vehicle to be operated.