

SCHOOL BUS DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility to use a radio to dispatch bus drivers and alert them to changing road conditions concerning the transportation of school students. The work is performed under the supervision of the Head Bus Driver with leeway allowed for exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates radio equipment to dispatch school buses and motorized repair equipment;
 Monitors radio concerning the school transportation system and relays messages to bus drivers, repair personnel, and school officials;
 Aides the Head Bus Driver in developing effective routes to maintain an efficient transportation program;
 Maintains a log of driver activities and individual records of calls received;
 Answers phone for Head Bus Driver, takes messages from parents regarding transportation of children;
 Assigns drivers for sports and field trips;
 Aides the Head Bus Driver with overall direction of the district's transportation program by maintaining a variety of records and preparing reports;
 Receives employees' complaints and passes them on to Head Bus Driver for resolution;
 Contacts substitute drivers by telephone or in person in the absence of regular drivers;
 Maintains employee personnel files for the Transportation Department;
 Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of operation and minor maintenance of two-way radio equipment;
 Good knowledge of the geography of the district;
 Ability to perform calmly in emergency situations;
 Ability to understand and follow oral and written directions;
 Ability to maintain and prepare reports;
 Ability to operate a school bus;
 Ability to operate two-way radio equipment;
 Clerical aptitude;
 Good hearing and clear diction;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of an equivalency diploma; or
- (b) One year of clerical experience.