

Civil Division: Oneida County Government, Schools
Jurisdictional Class: Competitive (FT)
Non-Competitive (PT)
EEO Category: Service/Maintenance
Revised: 04/19/11

BUS DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS: The primary duty of employees in this class is to provide continuous bus service to a large number of students or the community by maintaining bus schedules involving a large number of 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 a large number of bus drivers. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares bus routes and 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, and prepares orientation and training courses for new bus drivers;
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 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 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.

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MINIMUM QUALIFICATIONS: 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.

SPECIAL REQUIREMENT: If the jurisdiction requires bus driving, candidate must possess a valid Class B CDL with passenger endorsement at time of appointment and throughout appointment.

SPECIAL REQUIREMENT: If the jurisdiction requires the possession of a 19A certification, candidate must possess a 19A certification at time of appointment and throughout appointment.

10/25/02
The following School Districts
require Bus Dispatchers to drive buses:

Adirondack Central School
Camden Central School
Oriskany Central School
Waterville Central School
New York Mills Union Free School

10/25/02
School districts requiring a 19A
certification:

New York Mills Union Free School