

Jurisdictional Class: Competitive  
Adopted: August 5, 1997  
Revised: July 30, 2010

**SCHOOL BUS DISPATCHER**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for dispatching of drivers and school buses in a school district and the continued upkeep of a computerized bus routing system. An incumbent in this position must be able to readily learn to operate radio and dispatching devices. The work is performed under the direct supervision of the Transportation Supervisor, Head Bus Driver or senior-level superior involved in the operation and maintenance of a school's bus fleet. Supervision in the form of instructions is exercised over the work of the bus drivers. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Dispatches school buses on regularly assigned daily routes;  
Operates radio dispatch equipment and operates base station of bus communication system;  
Insures that each bus has a qualified and licensed driver and that such driver reports to duty in sufficient time to cover the route in accordance with established time schedule;  
Maintains a roster of substitute bus drivers;  
Schedules drivers for all field trips, sports trips, and special activities as required and notifies school;  
Answers telephones and handles parents' questions/problems about their child(ren);  
Handles routing problems and keeps abreast on road closings, road speed regulations, roads that have been re-named, etc;  
Keeps computerized bus routing system updated with information gathered from the schools, on a daily basis, and maintains an effective bus routing system;  
Determines which bus route new students will be assigned to, re-routes children that are assigned daily to after school programs or to baby-sitters, and re-routes last minute emergencies keeping building principal, bus drivers, and others informed as they occur;  
May be required to operate a school bus.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the geography of the municipality;  
Good knowledge of the operation of buses;  
Ability to operate radio dispatch equipment;  
Working knowledge of standard transportation methods;  
Working knowledge of computer operation;  
Ability to coordinate the work of others;  
Ability to deal with the public efficiently and effectively;  
Ability to prepare simple reports;  
Ability to understand and follow oral and written directions;  
Clerical aptitude;  
Sound judgment.

## School Bus Dispatcher

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma supplemented by computer or data entry courses or experience.

**NOTE:** Satisfactory completion of a high school course in data entry or computer will satisfy this requirement.

**SPECIAL REQUIREMENT:** Eligibility for an appropriate New York State Driver's License at time of application; possession of license at time of appointment. Drivers must be at least 21 years of age.

In addition, candidates must satisfy the requirements of School Bus Driver set forth in the Rules and Regulations of the New York State Commission of Education.