

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** SCHOOL BUS DISPATCHER (KIRYAS JOEL)

**TITLE:** 1646

**DISTINGUISHING FEATURES OF THE CLASS:** This is important work involving dispatching vehicles used for pupil transportation and assisting in the preparation of bus routes for Kiryas Joel Union Free School. Incumbents in this class must be fluent in both English and conversational Yiddish in order to provide assistance to Yiddish speaking students and the general public. Work is performed under the general supervision of the School Superintendent with leeway permitted for the exercise of independent judgement in carrying out routine assignments. Does related work as required.

**TYPICAL WORK ACTIVITIES;**

Dispatches pupil transportation vehicles and other vehicles involved in district transportation needs;

Assists in the preparation of bus routes;

Assists in the selection and training of new personnel including in-service driver training;

Assists in solving routine problems, overloads, stop problems, late buses, etc.;

Calls and assigns substitute drivers and buses as necessary and assigns buses from standby fleet when regular buses are out for maintenance;

Maintains a variety of records, both manual and computerized, including vehicle assignments, student transportation information, etc.;

Performs data entry and retrieval tasks on computerized system;

Assists supervisor in a variety of related assignments as directed;

May drive a school bus for both regularly scheduled routes and other school activities, as needed, and as permitted by the contractor;

May perform limited clerical duties related to the transportation department.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of transportation procedures and the operation and maintenance of buses and other transportation vehicles; good knowledge of district operational procedures; good knowledge of geographical areas within the district; working knowledge of data entry and record keeping programs; ability to maintain accurate and up-to-date records concerning pupil transportation; ability to organize and supervise day-to-day work activities; ability to keyboard at an average rate of speed; ability to follow oral and written instructions without direct supervision; proficiency in the Yiddish language; skill in operating computer equipment; dependability; ability to get along well with others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and one (1) year experience involving dispatching vehicles.

**SPECIAL REQUIREMENTS:**

- Must possess and maintain a valid driver's license at the appropriate level, as determined by review and approval of appointing authority. Drivers must be at least 21 years of age.
- Proficiency in the Yiddish language will be evaluated during the probation period.

**JURISDICTIONAL CLASSIFICATION:** Competitive.

REV: 1/13/16 AT