COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATON SPECIFICATION

CLASS TITLE: SCHOOL BUS DISPATCHER **TITLE:** 1546

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving dispatching vehicles used for pupil transportation, assisting in the preparation of bus routes and assisting in the general management of the transportation department. Work is performed under the general supervision of the Supervisor of Transportation with leeway permitted for the exercise of independent judgement in carrying out routine assignments. General supervision may be exercised over the work of School Bus Drivers, Automotive Mechanics and other personnel in the department. May act for Supervisor in his absence. 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;

Informs maintenance staff of breakdowns and other mechanical problems;

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

Assists in maintaining the computerized routing system;

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, field trips and other school activities, as necessity dictates;

May perform related clerical and general office duties.

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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; 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 REQUIREMENT: 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.

JURISDICTIONAL CLASSIFICATION: Competitive; Non-competitive when part-time among School Districts.

REVISED: 8/27/13 AT