

Notice of Anticipated Vacancy

Job Title:	School Bus Dispatcher (8 hrs/day 260 days)
Job Description:	See Chuck Barss
Location of Job:	District Wide
Rate of Pay:	Per Contract

Distinguishing Features of the Class: Incumbent participates in the scheduling of buses, bus route planning, the maintenance of trip records and assists the transportation supervisor in the direction of bus drivers. Incumbent may drive a bus as necessary. This position has no responsibilities in the area of bus repair or maintenance. The work is performed under general supervision of the school district transportation supervisor, or designee, in accordance with established policies and procedures. Does related work as required.

Typical Work Activities:

- Receives calls and messages pertaining to the operation of the school bus fleet by telephone and logs and forwards calls as appropriate;
- Dispatch drivers and buses on assigned daily routes;
- Assigns substitute drivers to fill open bus routes;
- Uses 2-way radio to maintain contact with, and track the location of, school bus fleet and drivers;
- Receives complaints pertaining to school bus fleet operations and takes appropriate action or forwards the complaint to the transportation supervisor, or designee;
- Assists in the preparation of bus route scheduling and planning for daily school activities and special events/field trip activities;
- Maintains trip records, mileage and reports as necessary;
- Maintains files and records as necessary for school bus driver training program.

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

- Good knowledge of the operation of a school bus fleet;
- Good knowledge of driving safety practices and traffic laws and regulations;
- Good knowledge of the principles and practices of modern school bus fleet operations, including all applicable laws, rules and regulations;
- Good knowledge of the rules and regulations pertaining to the training of bus drivers;
- Working knowledge of 2-way radio and telephone equipment;
- Ability to acquire knowledge of computerized bus routing systems, establish and maintain records, learn the geography of the district, deal effectively with the general public, operate a bus under all driving and road conditions, plan bus schedules and routes, get along well with others
- Physical condition commensurate with the demands of the position.

Please note: ***This is a Civil Service competitive class position. This position will be filled on a provisional basis pending the results of a Civil Service examination to be scheduled at a later date***

*****Minimum qualifications: Graduation from high school and 3 years' experience as a school bus driver or vehicle dispatcher or any equivalent combination of training and experience**

Anyone interested in the position should contact Chuck Barss on or before March 2, 2023.

All vacancies and new positions will be posted ten (10) working days prior to the permanent filling of such positions.

February 10, 2023