

## **BUS DRIVER - DISPATCHER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for dispatching buses, scheduling drivers, keeping time records, collecting bus fare monies, and occasional bus driving. Work is performed under the supervision of a higher-level employee. Direction is exercised over Bus Drivers.

### **TYPICAL WORK ACTIVITIES:**

1. Dispatches buses and drivers on assigned routes;
2. Keeps time records on drivers, recording time in, time out, lunch breaks, and overtime;
3. Schedules drivers, ensuring proper shift rotation and coverage for all bus routes;
4. Instructs new drivers in procedures and the proper use of equipment;
5. Answers telephones and gives information on bus schedules and routes and receives and checks complaints;
6. Keeps revenue records that are compiled for driver meter reports;
7. Keeps records of transfers including number stocked on bus and number used;
8. Prepares purchase orders and maintains records of daily purchases and outstanding purchase orders;
9. May operate a bus on a regular schedule and/or on special occasions;
10. May conduct annual road and written tests of bus drivers;
11. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of business arithmetic and business English; ability to drive a bus; ability to direct the work of others through radio communication; ability to get along well with others; ability to express ideas clearly and effectively; ability to understand and carry out oral and written instructions; ability to maintain records; tact; courtesy; good judgment; 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 of experience driving a bus with experience in the use of two-way radio equipment. Any work experience may be substituted for formal education on a year-for-year basis.

### **SPECIAL REQUIREMENT:**

Candidates must possess a valid appropriate level commercial driver's license at time of appointment. In addition, an incumbent may be required to obtain a 19-A Examiner License after appointment to the position.

**NOTE:** In school districts drivers must be at least 21 years of age. In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education. Where applicable, all candidates must meet the requirements for Bus Drivers set forth in the New York State Vehicle and Traffic Law and any other statutory requirements that apply.

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