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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : ASSISTANT BUS DISPATCHER**  
**Code : 820034 5BO**  
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**Non-Competitive**

**GENERAL STATEMENT OF DUTIES**

Assists the Bus Dispatcher in coordinating and implementing bus schedules in a large school district which supplies all of its own transportation; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the use of judgment in dispatching buses from the school bus facility to assigned stops.

**TYPICAL DUTIES**

- \* 1. Assists in dispatching buses to assigned bus pick-up points.
- \* 2. Maintains transportation records relative to drivers' time, mileage, gasoline used, etc.
- \* 3. Checks drivers' licenses periodically and follows up on required physical examinations of drivers.
- \* 4. Supervises loading and unloading of children on to and from buses.
- 5. Operates a school bus, as required.

**\*TYPICAL ESSENTIAL FUNCTIONS**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of school district geographical area.
2. Knowledge of all bus routes and bus stops.
3. Knowledge of all rules, regulations, and policies related to transportation within the district.
4. Ability to establish and maintain effective working relationships with associates, parents, and school staff members.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school  
and

One year of satisfactory bus driving and/or motor vehicle dispatching experience.

**Necessary Special Requirement**

Candidates must satisfy all requirements of Article 19-A of the New York State Vehicle and Traffic Law. In districts where operation of a school bus is required, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education. Section 156.3 of the Regulations of the Commissioner of Education states, in part, that all drivers of school transportation conveyances shall be at least 21 years of age.

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