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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : BUS DISPATCHER
Code: 820035 5BP
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Non-Competitive

GENERAL STATEMENT OF DUTIES

Coordinates and implements school bus scheduling, including departures, stops, and arrivals; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position requires the use of judgment in assuring the availability of vehicles and drivers to properly follow bus schedules.

TYPICAL DUTIES

- * 1. Arranges for vehicles and drivers to properly follow bus schedules.
- * 2. Plans, schedules, and assigns drivers for special transportation such as field trips, athletic events, etc.
- * 3. Assists in planning bus loads, stops, routes, and schedules.
- * 4. Checks drivers' licenses periodically and follows up on required physical examinations of drivers.
- * 5. Supervises the cleaning of buses.
- 6. Operates a school bus, as required.

***TYPICAL ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of school district area, location of all schools within the school district, and those schools located outside of the district for which transportation is provided.
2. Considerable knowledge of all routes and bus stops.
3. Knowledge of locations to which field trips are provided.
4. Knowledge of all rules, regulations, and policies relative to transportation.
5. 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

Two years 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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