

**Evening Bus Dispatcher
New Hanover County Schools**

Job Description

Class: Classified
Dept: Transportation

TITLE: Support Associate V

QUALIFICATIONS:

1. High School degree or equivalent.
2. Valid North Carolina driver's license and CDL.
3. Three years experience as a bus driver preferred

REPORTS TO: Bus Coordinator

JOB GOAL: To provide assistance for the safe and efficient transportation of students during the evening shift.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follows all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Reports any accident to the proper coordinator and the Director.
3. Helps locate missing students.
4. Communicates with late night bus drivers by phone or radio.
5. Drives a bus when needed.
6. Communicates with parents regarding bus schedule and delays.
7. Notifies schools of bus changes, delays, accidents, or problems.
8. Receives and answers phone calls from school staff, parents, and students about bus stop and route numbers.
9. Performs related duties and responsibilities as requested by the Director or Coordinator.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 64

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrates knowledge of city and county streets.
- Demonstrates knowledge of NC Public School Law as it applies to school buses.
- Possesses good communications skills.
- Ability to work with bus drivers, principals, parents, and central office administrators.
- Ability to understand and follow oral and written instructions and regulations.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.