

**Bus Dispatcher/Head Start
New Hanover County Schools**

Job Description

Class: Classified
Dept: Transportation

TITLE: **Bus Dispatcher**

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

REPORTS TO: Bus Coordinator for Head Start

JOB GOAL: To route and schedule school buses safely and effectively.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Maintain current TIMS data to adhere to and comply with all guidelines and policies of the state BOE, DPI and local BOE for use in preparing required reports.
3. Design routes and stops using TIMS. Develop routes are developed that limit time on the bus to one (1) hour or less, are centralized to transport the maximum number of students and are in areas with minimum traffic where possible.
4. Review bus routes frequently and notifies principals of changes with coordinator.
5. Check new developments and streets for possible bus routing.
6. Assign bus stops to minimize danger to all students.
7. Keep all drivers up-dated on all changes in routes and bus stops.
8. Assume responsibility of bus coordinator for Head Start when needed, or when the coordinator is out of the office.

9. Notifies schools of bus changes, delays, accidents, or problems.
10. Attend orientation meetings at schools.
11. Attend PTO/PTA meetings to demonstrate camera and video from buses.
12. Work with school staff to train students in safety and evacuation procedures.
13. Drive school buses when needed.
14. Perform 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 65

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:

- Ability to route and schedule buses effectively.
- Demonstrate knowledge of city and county streets and roads.
- Ability to read maps.
- Demonstrate knowledge of North Carolina Public School law and requirements of the Head Start program as it applies to school buses.
- Demonstrate knowledge of federal and state laws governing transportation.
- Ability to effectively communicate orally or in written form with drivers, parents, and school personnel.
- Ability to effectively operate office machines.
- Ability to be trained to meet all Head Start requirements for drivers.
- Demonstrate functional knowledge of computer software (TIMS); ability to utilize all aspects of the Microsoft Office Professional software programs.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.