

BUS DRIVER - ASSISTANT DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for assisting in the dispatch of Buses, scheduling drivers, maintaining time records, collecting bus fare monies, and driving a bus as needed. Work is performed under the supervision of an administrative employee. Direction may be exercised over bus drivers.

TYPICAL WORK ACTIVITIES:

1. Assists in the dispatch of buses and drivers on assigned routes;
2. Assists in the maintenance of time records for drivers, recording time in, time out, lunch breaks, and overtime;
3. Assists in the formulation of driver schedules to ensure proper shift rotations and the coverage of all bus routes;
4. Assists in instructing new drivers in procedures and proper equipment usage;
5. Assists in conducting annual road and written tests for bus drivers;
6. Drives buses to relieve drivers for breaks and to change buses in the event of a breakdown enroute;
7. Assists in the computation of driver time and overtime and forwards same to payroll section;
8. Assists in the maintenance of revenue records which are compiled for driver meter reports;
9. Assists in the maintenance of transfers including number stocked on bus and number used;
10. Assists in the preparation of purchase orders and maintains records of daily purchases and outstanding purchase orders;
11. Answers telephone and gives information on bus schedules and routes; receives and check complaints;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of business arithmetic and business English; ability to drive a bus; ability to communicate effectively with employees and the public both orally and in writing; tact; courtesy; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

High school graduation or possession of a high school equivalency diploma and six (6) months 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:

Eligibility for the appropriate level New York State Driver's license at the time of application. Possession of license at time of appointment. In addition, incumbent may be required to obtain a 19-A Examiner License from the New York State Department of Motor Vehicles 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.

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ADOPTED: 10/01/92