

# Ravena-Coeymans-Selkirk Central School District

15 Mountain Road, Ravena, NY 12143 518-756-5200

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## ANTICIPATED VACANCY NOTICE- CS12-22-23

### DISPATCHER

**POSITION:** Dispatcher (Provisional)

**POST DATE:** July 20, 2022  
**POST END DATE:** August 1, 2022

**LOCATION:** Transportation – Bus Garage

**REPORTS TO:** Craig Lipps, Transportation Director

**TIME OF WORKDAY:** Monday – Friday 4:30 AM to 1:30 PM

**WORK YEAR:** 12 Months

**SALARY:** Salary range \$42,000.00 to \$52,000.00 - Based on Experience

**QUALIFICATIONS:** Per attached job description

**LETTER OF INTEREST DEADLINE:** August 1, 2022

**CONTACT:** Send letter of Interest to:  
Sue Starr, District Office  
Ravena-Coeymans-Selkirk Central School District  
(518) 756-5200, #6000

Forward the following materials to the address above:

- Letter of Interest

The Ravena-Coeymans-Selkirk Central School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities without regard to sex, race, color, national origin, or handicap. Present staff members who are interested in applying for the above positions should submit a written statement indicating the position they are applying for, outlining past experience in a similar position and summarizing qualifications for the position. If additional records or other materials are needed, these will be requested after receipt of the initial written submission.

cc: Administrators, Building, Posting Book, Business Office

## SCHOOL BUS GARAGE DISPATCHER

**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately difficult work involving responsibility for the daily operational aspects of the school district's bus fleet. Incumbent participates in the scheduling of buses, bus route planning and the maintenance of trip records. Incumbent may drive a bus as necessary. This position has no responsibilities in the area of bus repair and maintenance. The work is performed under general supervision of the school district Transportation Supervisor, or his designee, in accordance with established policies and procedures. Incumbent assists the Transportation Supervisor in the direction of Bus Drivers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Receives calls and messages pertaining to the operation of the school bus fleet by 2-way radio and telephone, logs and forwards calls as appropriate;
- Dispatches bus fleet and drivers/personnel by 2-way radio or telephone, and logs calls as appropriate;
- Uses 2-way radio and/or personal computer tracking system to maintain contact with, and track the location of, school bus fleet and drivers/personnel;
- Receives complaints pertaining to school by fleet operations and takes appropriate action or forwards the complaint to the Transportation Supervisor, or his designee;
- Assists in the preparation of bus route scheduling and planning for daily school activities and special events/field trip activities;
- Maintains trip records and reports, as necessary;
- Maintains files and records as necessary for school bus driver training programs;
- Serves as a trainer for bus drivers related to Article 19A, New York State Education, and Department of Transportation regulations;
- May assist the Transportation Supervisor in the supervision or direction of bus drivers.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the operation of a school bus fleet;
- Good knowledge of driving safety practices and traffic laws and regulations;
- Good knowledge of the principles and practices of modern school bus fleet operations, including all applicable laws, rules and regulations;
- Good knowledge of the rules and regulations pertaining to the training of bus drivers;
- Working knowledge of 2-way radio and telephone equipment;
- Ability to acquire knowledge of computerized bus routing systems;
- Ability to establish and maintain records;
- Ability to learn the geography of the district;
- Ability to deal effectively with the general public;
- Ability to operate a bus under all driving and road conditions;
- Ability to plan bus schedules and routes;
- Ability to get along well with others;
- Good hearing and clear diction;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time, paid experience in the operation of communications equipment or the dispatching of multi-passenger vehicles; OR,
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the operation of a school bus as part of a school bus fleet.

### **SPECIAL REQUIREMENT:**

Candidates must be at least 21 years of age and possess a valid Class B license with P endorsement, issued by the New York State Department of Motor Vehicles, at the time of appointment. Effective October 1, 2005, school bus drivers as defined by Section 142 of the NYS Vehicle and Traffic Law must possess an S endorsement on their vehicle license.

Juris. Class: Competitive  
ACCS Adopted: 08/02  
Revised: 03/06