

**Bus Dispatcher**  
**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

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

**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. Maintains 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. Designs routes and stops using TIMS.
4. Reviews bus routes frequently and notifies principals of changes with coordinator.
5. Checks new developments and streets for possible bus routing.
6. Assigns bus stops to minimize danger to all students.
7. Keeps all drivers up-dated on all changes in routes and bus stops.
8. Assumes responsibility of bus coordinator when needed.
9. Notifies schools of bus changes, delays, accidents, or problems.

10. Attends orientation meetings at schools.
11. Attends PTO/PTA meetings to demonstrate camera and video from buses.
12. Works with school staff to train students in safety and evacuation procedures.
13. Drives school buses when needed.
14. 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:**

- Ability to route and schedule buses effectively.
- Demonstrates knowledge of city and county streets and roads.
- Ability to read maps.
- Demonstrates knowledge of North Carolina Public School law as it applies to school buses.
- Demonstrates 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.
- Demonstrates 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.