Bethlehem Central School District
Support Staff Vacancy

POSTING NO. 033                      Updated: August 19, 2022

POSITION: School Bus Garage Dispatcher

LOCATION: Bethlehem Central Transportation Department
          82 Van Dyke Road
          Delmar, NY 12054

DUTIES: • 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;
• Other duties as required

QUALIFICATIONS: Any candidate with School Bus Garage Dispatcher Civil Service status may apply. In the event a School Bus Garage Dispatcher list does not exist, the successful candidate will be appointed provisionally. Candidate will be required to subsequently pass the School Bus Garage Dispatcher exam and be reachable on the Civil Service certified list.

STARTING DATE: October 2022

SALARY: Step 1 of Salary Grade 11, $55,146 annually

HOURS PER DAY: 8.0 hours per day

DEADLINE FOR APPLICATION: September 2, 2022

APPLY FOR THIS POSITION ONLINE AT
WWW.OLASJOBS.ORG/CAPITAL

Or in writing to:
Ellen Dorato, Transportation Supervisor
Transportation Department
82 VanDyke Road
Delmar, NY 12054

It is the policy of Bethlehem Central School District that no person shall be subjected to discrimination on the grounds of race, color, religion, sex, national origin, citizenship status, ethnicity, creed, military or veteran status, mental or physical disability, HIV status, marital status, sexual orientation, genetic predisposition or carrier status, age, protected activity, status as a victim of domestic violence or stalking or any other classification protected by applicable Federal, State or Local Law.