



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

June 21, 2022

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

DISPATCHER – 10 MONTH Transportation Department

This position, under minimal supervision, coordinates the assigning of substitute drivers and attendants to ensure that all routes are covered. Receives driver and attendant requests for absences from work and prepares appropriate documentation. Develops and maintains attendance reports and related correspondence.

DUTIES AND RESPONSIBILITIES INCLUDE

These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.


- Assigns substitute personnel to appropriate buses and routes according to available resources.
- Receives phone calls from drivers and attendants requesting time off from work. Screens leave/absence requests and forwards them to the appropriate administrator for approval or disapproval.
- Prepares statistical data and reports of driver/attendant leave usage.
- In an emergency, performs all essential functions of a school bus driver as listed in the position description.
- In an emergency, performs all essential functions of a school bus attendant as listed in the position description.
- Reconciles bus cell phone bills with driver cell phone logs and verifies mileage reimbursement forms.
- Reports problems and emergencies to the appropriate administrator.
- Serves as a mentor to new substitute drivers and attendants.
- Utilizes a computer to create and maintain record keeping data on employees, bus assignments, run assignments, etc. Creates forms for the efficient operation of scheduling substitutes.
- Compiles training manuals, master stop and route books, and necessary booklets as needed.
- Collates school system bus referrals in Access and develops reports.
- Assists in yearly preparation of materials for the fall opening of schools.
- Performs other work-related duties as assigned.

SALARY

Starting Salary for AFSCME (\$32,019)

REQUIREMENTS

- High school diploma or GED.
- Minimum of three years experience as a school bus driver.
- Must hold and maintain a valid Maryland Commercial Driver's License with school bus and passenger endorsements.
- Must satisfy all requirements listed in the Code of Maryland Regulations 13A.06.07 for school bus drivers and attendants.
- General knowledge of clerical procedures.
- Computer skills with a basic knowledge of Microsoft Office programs.
- Able to communicate effectively with fellow employees, students, and the public.

 Able to establish and maintain a positive work relationship with fellow employees.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted **until July 8, 2022**.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Renee.McGlothlin@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE