

Position	Bus Dispatcher
Department	Operations
Location	KTVR Depot, Clayville
Reporting to	Senior Bus Dispatcher
Contract	5 years performance based
CTC	R210,306-00 - R259,132.00

PURPOSE OF THE JOB

The purpose of this position is to establish and coordinate the assignment of all scheduled buses to Bus Drivers in line with the issued schedule/roster to ensure efficient operation of a comprehensive bus operation

KEY PERFORMANCE AREAS

- Liaise with Bus Scheduler on a frequent basis to verify issued route plans/rosters
- Prepare daily sign on/off sheets
- Prepare bus departure and arrival sheets
- Check driver fitness for operation, including valid driver's license and PrDP
- Manage and authorize support vehicles
- Issue specific shift to drivers
- Issue "On-Bus Monitoring" forms to the Headcounters.
- Record Driver/Headcounter absenteeism and ensure that leave, overtime forms are completed (including relevant attachments in cases of sick and/or family responsibility leave)
- Submit completed daily sign on/off sheets to Senior Dispatcher for authorization and Payroll purposes
- Arrange stand-by Drivers to cover any driver shortages
- Complete Daily Variation Sheet and Daily Operation Report and submit the same to immediate Senior Dispatcher
- Complete operations occurrence book (OB).
- Receive, incidence and accidents and report them to the senior dispatcher.
- Record all buses that arrive at the ready line and draw up the Daily Position Sheet.
- Record and check all buses departing and arriving at the Depot
- Countersign the Bus Inspection checklist.
- Verify buses that are available for duty and allocate them for daily trips
- Complete, consolidate and submit all shift documents to the Senior Dispatcher at the end of the shift.
- Report buses with defects that need to be taken to workshop for maintenance and monitor their movement until they are available for operations

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Grade 12
- Knowledge of routing and local area (Ekurhuleni Metro) streets and routes
- Two years in similar role
- PC Literacy
- Must be bilingual with at least two (2) African Languages
- Exposure to BRT will be an added advantage
- Proficiency in Microsoft Office

KNOWLEDGE AND SKILLS

- Verbal and written communication
- Problem Solving
- Operations Analysis
Reading Comprehension
- Organising and Time Management
- Social Perceptiveness
- Transportation Regulations