

HEAD BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position involving the responsibility for the efficient and safe operation and daily minor maintenance of a school bus fleet, including assigning routes, scheduling drivers, keeping time records, and occasional bus driving. Work is performed under the general supervision of a higher-level employee. Supervision is exercised over the work of School Bus Drivers.

TYPICAL WORK ACTIVITIES:

1. Assists in the development of bus routes and the scheduling of bus stops;
2. Assigns buses and drivers on regularly established routes;
3. Determines alternate routes when necessary because of road conditions or other circumstances; assists the designated administrator in determining adjustments to school and bus schedules due to inclement weather and other emergency conditions;
4. Maintains a list of substitute bus drivers and insures coverage for every route;
5. Maintains time records of personnel for payroll purposes;
6. Directs maintenance work of bus drivers;
7. Prepares purchase orders and maintains records of daily purchases and outstanding purchase orders;
8. Keeps simple records of tires, gas, oil and other supplies used;
9. Instructs drivers in appropriate action to take in emergencies, conferring with supervisor in more unusual or difficult situations;
10. Answers telephones and gives information on bus schedules and routes;
11. Works with school principals and bus drivers to maintain consistent and appropriate bus safety practices;
12. May check oil, batteries, tires, and perform a variety of other maintenance tasks and minor repairs;
13. May arrange for or participate in the training of bus drivers and conduct annual road and written tests;
14. May drive school bus and make special trips as required;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of school transportation systems; good knowledge of the operation of buses; good knowledge of the geography of the district and the surrounding area; working knowledge of standard automotive repair; methods and of the terminology and tools of the trade; ability to drive a bus; ability to supervise the work of others; ability to communicate effectively with employees and the public both orally and in writing; ability to maintain records; clerical and mechanical ability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

EITHER: (A) Two years of experience as a school bus driver;

OR: (B) Two years of experience in the operation, repair, dispatching, scheduling, or related work involving automotive equipment or transportation systems;

OR: (C) An equivalent combination of the experience in (A) and (B) above.

HEAD BUS DRIVER (Cont'd)

SPECIAL REQUIREMENT:

Candidates must possess a valid appropriate level New York State Commercial Driver License at the time of appointment. An incumbent may be required to obtain certification as a 19-A Licensed Examiner after appointment to position.

NOTE: In school districts, drivers must be at least 21 years of age. In addition, candidates must satisfy requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education. Where applicable, all candidates must meet the requirements for Bus Drivers set forth in the New York State Vehicle and Traffic Law and any other statutory requirements that apply.

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