

BUS OPERATIONS EXPEDITER

Code No. 5-02-016

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a transportation position involving office and field assignments designed to facilitate the safe and efficient transport of children. Employees perform a variety of tasks on an assigned and substitute basis which involve substantial public contact such as investigations of complaints, requests for transportation, accidents, route planning, bus driving, dispatching, and planned observations of driver performance. The employee reports directly to, and works under the general supervision of, a higher-ranking bus operations employee. The Bus Operations Expediter instructs school bus attendants in the performance of their duties, checks schedules of school bus attendants for time worked and exercises direct supervision over certain classes of bus attendants. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Investigates public complaints of student behavior at bus stops;

Routes buses on an annual and daily basis at the direction of a supervisor;

Observes work performance of Bus Drivers and Bus Attendants while in transit or at bus stop;

Investigates complaints and requests for transportation as prompted by construction projects, traffic flow, and general road hazards;

Operates a school bus on a regular assigned route or on a substitute basis, checking the operating condition, and cleaning and servicing the vehicle;

Boards buses or visits schools to investigate and resolve driver, school and public complaints of student behavior and interference with the safe and efficient operation of buses;

Dispatches buses by two-way radio;

Prepares and delivers oral and written reports of driver/attendant observations and of student behavior incidents;

Accepts daily calls from parents cancelling bus stops and forwards messages to appropriate dispatch centers;

Makes home visits to discuss student behavior with parents;

Substitutes as a supervisor of a transfer point for children with disabilities or children needing special assistance;

Assists with investigations of bus accidents;

Assists with conducting safe rider classes at schools;

Attends parent, school, and/or program meetings as required;

Conducts student discipline hearings with parents and school representatives as needed;

Conducts school site safety audits.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the New York State Vehicle and Traffic law, regulations of the Commissioner of Motor Vehicles, Department of Transportation, and regulations of the Commissioner of Education pertaining to transportation; good knowledge of driving safety practices and defensive driving; good knowledge of the geography of the employing city, town, or village; working knowledge of district policy governing eligibility for transportation and student behavior while in transit; working knowledge of route planning, working knowledge of safe rider instruction; ability to establish and maintain satisfactory contacts with the public whether in person or by telephone; ability to plan routes; ability to prepare and deliver oral and written reports; ability to detect and report driver infractions of the Vehicle and Traffic law and unsafe driving practices; ability to conduct student discipline hearings with parents and school representatives; ability to conduct school site safety audits; ability to detect unsafe road conditions and to take corrective action; ability to operate a two-way radio; ability to investigate accidents and file necessary reports; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent experience in the operation of a bus used primarily in the transportation of students (school bus or contracted public transport), or as a bus operations expeditor, school bus mechanic, school bus driver trainer or instructor, or a school bus accident investigator; OR,
- (B) One (1) year paid full-time or its part-time equivalent experience in the operation of a common carrier of people (such as Greyhound or Trailways) and one (1) year paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of experience as defined by the limits of (A) and (B) above.

NOTE: No more than one (1) year experience in the operation of a common carrier of people will be accepted. Where this experience is less than one (1) year, the general experience listed in (A) above may be substituted.

SPECIAL REQUIREMENTS:

Depending upon assignment, possession of a current Class *B* or Class *C* Commercial Driver's License (CDL) with a *P* (Passenger) endorsement and *S* (School Bus) endorsement, issued by the State of New York at the time of appointment (must be twenty-one (21) years of age in order to be eligible to obtain required driver's license).

Must meet all other State and Federal pre-employment requirements of the position prior to employment.

REVISED: December 11, 1986

REVISED: October 5, 2006

REVISED: December 3, 2009

ADDITIONAL INFORMATION:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with

students, a clearance for employment from the State Education Department is required.