

HEAD BUS DRIVER

Code No. 5-08-002

NON-COMPETITIVE for school
districts only

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for overseeing a staff of Bus Drivers in the operation of buses for an assigned route. Incumbents schedule, route, and maintain a fleet of buses for a school district or agency. The employee reports directly to and works under general supervision of a senior staff member or administrator. 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.)

Supervises a staff of Bus Drivers on a daily basis;

Assists in laying out of bus routes;

Assigns students to bus routes;

Ensures daily bus routes are staffed;

Trains new Bus Drivers in the operation of buses, and the rules and regulations of the District as they pertain to transportation;

Assigns all extra runs;

Assists in the evaluation of Bus Drivers;

Assists in maintaining timecard records and computation of payroll;

Evaluates drivers' competency;

Drives a bus on regular routes, special routes, and/or field trips;

Completes maintenance records for buses;

Maintains supply records for buses including information regarding tires, gas, oil, etc.;

Performs tasks relating to the maintenance and repair of buses.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of transportation routing and scheduling methods; good knowledge of vehicle and traffic law, regulations of the Commissioner of Motor Vehicles, and regulations of the Commissioner of Education (New York State Education Part 156.3 Transportation Regulations) pertaining to pupil transportation, driver qualifications, bus operations and traffic and safety requirements and precautions; good knowledge of records maintenance methods and procedures; good knowledge of bus maintenance; good knowledge of

safe driving practices and defensive driving; good knowledge of the geography of the employing school district or municipality; working knowledge of bus repair; ability to operate a bus under all driving and road conditions; ability to understand oral and written directions; ability to physically assist passengers on and off buses; ability to get along well with children/students/passengers and command their respect; ability to supervise; ability to organize; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent experience in the operation of a school bus; OR,
- (B) One (1) year paid full-time or its part-time equivalent experience as an auto maintenance mechanic, plus one (1) year of paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Automotive Technology or a closely related field, plus one (1) year of paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) One (1) year paid full-time or its part-time equivalent experience as a bus driver or truck driver for a common carrier, plus one (1) year of paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

SPECIAL REQUIREMENT: Must meet all State and Federal pre-employment requirements of the position prior to employment including the appropriate driver's license for the vehicle being operated. It is the jurisdiction's responsibility for ensuring the employees possess valid licenses appropriate to the type of vehicle(s) being operated.

REVISED: February 4, 1984
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