

HEAD BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for seeing that school district buses are staffed with drivers as well as driving a school bus over a regular assigned route. Responsibilities do not include supervision or direction of the repair/maintenance of school buses. The work is performed under the general supervision of the Supervisor of Transportation in accordance with established policies and procedures. Supervision is exercised over Bus Drivers by observation and reports. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains mileage, gas and oil consumption records and prepares transportation reports;
Dispatches, or coordinates with a dispatcher, the assignment of drivers in rotation order for special or extra trips;
Checks the operation and cleanliness of buses;
Maintains time records for payroll purposes;
Evaluates driver qualifications and instructs drivers in the safe operation of buses;
Operates a bus on an assigned route;
Makes recommendations for the daily loading and unloading of passengers, as well as for emergency/evacuation drills;
Consults with supervisor regarding unusual problems;
Keep abreast of the current maintenance and operation of all school district buses;
May participate in the preparation of bus routes and schedules;
May assist in pupil management and discipline cases.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the New York State Motor Vehicle and Traffic Law as well as the rules and regulations governing the operation of a school bus;
Thorough knowledge of safety procedures and techniques necessary for the safe operation of a school bus;
Good knowledge of the operation of buses;
Good knowledge of the geography of the school district;
Ability to assign and oversee the work of others;
Ability to make minor repairs to buses;
Ability to get along well with others and command their respect.
Ability to follow written and oral instructions;
Mechanical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two years of experience in the operation of large multi-passenger vehicles.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level Commercial Driver's License (CDL).

NOTE: Candidates must also satisfy the requirements as set forth in the Rules and Regulations of the New York State Commissioner of Education, State Education Law and Vehicle and Traffic Law.

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NON COMPETITIVE