

HEAD BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Supervisor of Transportation or other high level school administrator, incumbents in this class oversee the day-to-day activities of the bus drivers in the school district and ensure that the buses are clean and well maintained as well as operated in a safe and efficient manner. In addition to this oversight responsibility, incumbents may also drive a regular bus route and/or substitute for regular drivers on an as needed basis. Depending on the school district, routine service such as checking fluid levels, tire pressure, etc. may be performed by incumbents. However, general automotive maintenance and major repair work are not the responsibility of this class. Such maintenance and repairs are performed by the automotive maintenance staff of the district or are contracted out. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Drives a school bus and makes special trips, as required;

Assists in assigning Bus Drivers to routes; relays route assignments and other pertinent instructions to subordinate drivers;

Instructs bus drivers on the use/care of equipment in order to ensure driver compliance in such areas as bus cleanliness, proper street crossings, bus stop locations and other related activities and trains new employees, as necessary;

Inspects all buses for cleanliness and appearance and may check basic fluids, such as oil, water, transmission fluid, window washer fluid, if required;

Maintains, either manually or through an automated system, simple records, such as mileage, gas consumption, maintenance records, attendance, etc.;

Prepares simple reports on driver activities on a monthly basis or as required by district policy;

Provides input and assistance to Supervisor for preparation of the department budget;

May perform dispatching duties requiring the operation of a two-way radio;

May assist in the planning of bus routes;

May provide input to supervisor for staff evaluations;

May provide behind the wheel training for new bus drivers;

May conduct yearly road tests of bus drivers as required by law;

Follows up on and responds to complaints, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of the bus operations in a school district; good knowledge of the roads and bus routes in the school district; ability to understand, interpret and transmit instructions to subordinate personnel; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; dependability; good judgment, physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Three (3) years of experience as a bus driver.

SPECIAL REQUIREMENT: Possession of a Commercial Driver's License (CDL), Class B with Passenger and Airbrake Endorsements issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets this condition at time of appointment and throughout the course of their employment.

SPECIAL NOTE: In order to drive a school bus, incumbents must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.