

## LEAD BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of a municipal department administrator, incumbents in this class oversee the day-to-day activities of passenger bus or passenger van drivers in a municipal community center and ensure that the vehicles 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 route and/or substitute for regular drivers on an as needed basis. Incumbents transport community groups to and from locations in association with various municipal programs. Routine service such as checking fluid levels, tire pressure, etc. is performed by an incumbent. 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 municipality or are contracted out. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Drives community groups of all ages to and from events and activities in a passenger bus or passenger van; maintains orderly conduct of passengers;

Assists in the planning of routes and assignment of drivers to routes; relays route assignments and other pertinent instructions to subordinate drivers;

Maintains and updates part time schedules and pick up / drop off calendars using automated systems; ensures all trips are staffed and carried out;

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

Inspects all buses for cleanliness and appearance and may check basic fluids, such as oil, gasoline, water, transmission fluid, and windshield washer fluid; reports any operational defects to supervisor such as non-operational headlights;

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 policy;

Prepares incident, inspection and accident reports and submits to supervisor;

Provides input to supervisor for staff evaluations and training;

Follows up on and responds to complaints, as needed;

May perform dispatching duties requiring the operation of a two-way radio, provide behind the wheel training for new bus drivers and/or conduct annual road tests of bus drivers;

May provide input and assistance to supervisor for preparation of the department budget;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of driving safety practices and traffic laws and regulations; good knowledge of the bus operations in a municipality; good knowledge of local roads and bus routes; ability to operate a bus/van under difficult driving and road conditions; ability to coordinate and schedule bus routes; ability to understand, interpret and transmit instructions to subordinate personnel; ability to maintain files and records either manually or by use of a computer; ability to prepare simple reports; ability to understand and follow simple oral and written directions; ability to deal tactfully and effectively with staff and the public; 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; tact; courtesy; mental alertness; 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: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

SPECIAL NOTE: If assigned 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.

Federal regulations require that, on or after October 1, 2005, a school bus driver with a New York State commercial driver license (CDL) must have a new "S" (school bus) endorsement.

The term "school bus" is defined in Section 142 of the NYS Vehicle and Traffic Law (see below.) The school bus either has a seating capacity of 16 or more adults (which includes the driver) or the school bus has a gross vehicle weight rating (GVWR) of more than 26,000 lbs.

Section 142 of the NYS Vehicle and Traffic Law: 142. School bus. "Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities."

Town of Greenburgh Department of Community Resources

J. C.: Non-Competitive

Job Class Code: 1022

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