

SENIOR BUS DRIVER  
(Bedford #1 - Katonah/Lewisboro)

GENERAL STATEMENT OF DUTIES: Assists the Head Bus Driver in the oversight of the activities of the bus drivers in a school district during the evening shift; drives a school bus, as needed; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Supervisor of Transportation and/or the Head Bus Driver, incumbents of this position assist in the oversight of the activities of the bus drivers assigned to the evening shift in the school district. Ensures that the buses are maintained and operated in a clean and safe manner. In addition, incumbents may be required to drive a regular bus route and/or substitute for regular drivers on an as needed basis. The Senior Bus Driver receives directions from the Head Bus Driver concerning activities of the drivers. Works on a staggered shift with the Head Bus Driver in order to provide complete coverage in the Transportation Department.

EXAMPLES OF WORK: (Illustrative Only)

Works on a staggered shift with the Head Bus Driver in order to insure complete coverage in the Transportation Department;

Receives directions from the Head Bus Driver concerning the activities of the drivers assigned to the evening shift and relays this information to the drivers;

Assists the Head Bus Driver in route assignment and notification of drivers regarding any change in schedule;

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

Assists in the training of the transportation personnel on his/her shift, and makes recommendations on their employment;

Assists in the maintenance of safety standards in conformance with state and insurance regulations and the established safety program of the department;

Assists in scheduling transportation for special school trips, extracurricular and sports activities;

Assists in the preparation and maintenance of simple reports for the department;, e.g. licensing certification, scheduling logs, bus inspection appointments, etc;

Answers routine questions and responds to complaints by telephone or in person;

May perform dispatching duties requiring the use of a two-way radio during the evening shift.

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the roads and bus routes in the school district; working knowledge of the bus operations in a school district; ability to understand, interpret and transmit instructions to bus drivers; dependability; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Two (2) years of experience as a School 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 at time of appointment.

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.

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J. C.: Non-competitive  
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Job Class Code: S446