

HEAD BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning and supervising all aspects of pupil transportation for the school district. In addition, an employee in this class drives a school bus over a regularly established route. Work is performed under the general direction of a school official and in accordance with general policies outlined by the Board of Education. Supervision is exercised over the work of bus drivers.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Annually lays out school bus routes and presents routing schedule to Board of Education for approval;
 Periodically changes bus routes to meet needs of district;
 Investigates and answers complaints concerning bus routes;
 Prepares all necessary transportation reports and maps of bus routes;
 Instructs bus drivers concerning safety rules and regulations;
 Interviews new bus drivers and presents applications to Board of Education;
 Arranges for substitute bus drivers;
 Checks all transportation purchases and bills;
 Keeps records of materials and supplies used, employee time, mileage and number of pupils carried;
 Arranges for all special bus trips;
 Assists in the preparation of the annual budget and preparing specifications for new equipment;
 Drives school bus on regular route and makes special trips as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of standard transportation methods and of the operation of buses; good knowledge of the geography of the school district; working knowledge of automotive repair methods, costs, tools and terminology; ability to plan and supervise the work of others; ability to maintain records and prepare reports; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND EITHER:

1. Two years of experience in a transportation office involving dispatching and/or scheduling buses; OR
2. Two years of experience in the operation and/or repair of automotive equipment.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

SPECIAL REQUIREMENT FOR APPOINTMENT: Must be at least twenty-one years of age and possess a valid New York State Operator's or Chauffeur's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

REVISED: AUGUST 9, 2013

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE