HEAD BUS DRIVER

GENERAL STATEMENT OF DUTIES: Has responsible charge of the continuing operation of the school district buses and may operate a bus on an assigned route; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve the responsibility for seeing that all school district buses are staffed with drivers and for driving a school bus over a regularly established route. Responsibilities do not include supervision or direction of the repair and maintenance of school buses. The work is performed under the general supervision in accordance with established policies and procedures. Supervision is exercised over school bus drivers by observation and reports.

EXAMPLES OF WORK (Illustrative only)
-Maintains mileage and gas and oil consumption records and prepares transportation reports;
-Calls and assigns substitute drivers;
-Assigns drivers in rotation order to special or extra trips;
-Takes appropriate action to resolve routine discipline problems involving students or drivers;
-Checks the operation and cleanliness of buses;
-Maintains records for payroll purposes;
-Checks driving and employment records of prospective drivers and files appropriate DMV application;
-Insures that new drivers meet all state medical and other requirements;
-Trains new drivers;
-May operate a bus on an assigned route;
-Consults with superior regarding unusual problems;
-Keeps a continuing check on the maintenance and operation of all school district buses;
-Coordinates with private contractor on repair of buses;
-Maintains personnel and state-mandated files on drivers;
-May assist in the preparation of bus routes and schedules.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the operation of buses; good knowledge of the geography of the district; good knowledge of safety procedures and traffic laws and regulations; ability to assign and oversee the work of others; ability to follow written and oral instructions; dependability; physical condition suitable to the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Two years of experience in operating automotive equipment or any equivalent combination of training and experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION: Eligibility for the appropriate level New York State driver's license at time of application. Possession of license at time of appointment.

NOTE: If the position involves the operation of school buses, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.