



## **HEAD BUS DRIVER**

Jurisdiction Class:	Competitive
Civil Division:	School District
Adoption by YCCSC:	4/3/1997
Revised by PO:	12/14 2012
Revised by PO:	12/04/2017
Revised by PO:	05/31/2018
Revised by PO:	1/24/2019

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the safe and efficient operation of buses in a school district transportation system. A Head Bus Driver may supervise Bus Drivers, Bus Monitors and Bus Mechanics. Supervision is exercised over the work of Bus Drivers, Bus Monitors and/or Bus Mechanics by observation and reports. The work is performed under the general supervision of a Transportation Supervisor (or similar title), a school business official, or designee in accordance with established policies and procedures. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Prepare bus routes and schedules;  
Assign drivers to field trips, sport trips, and other extra or special assignment trips;  
Call and assign substitute drivers;  
Handle phone calls from parents and district employees;  
Investigate issues or complaints, communicate findings to Transportation Supervisor, and maintain a log of calls and action taken;  
Manage attendance and maintain payroll records;  
Participate in hiring of drivers, monitors and substitutes;  
Schedule required staff training;  
May determine the need for maintenance and repair of buses;  
Monitor the safe operation and cleanliness of buses;  
Perform other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of driving skills and the operation of buses;  
Good knowledge of safety practices, and traffic laws and regulations;  
Good knowledge of the geography of the district;  
Ability to operate a school bus under all driving and road conditions;  
Ability to plan, schedule and supervise the work of others;  
Ability to keep and maintain records and reports;  
Ability to get along well with others, including the public;  
Ability to communicate effectively, both orally and in writing;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a high school equivalency diploma; AND
- b) Two (2) years of full-time experience in the operation of a school bus.

### **SPECIAL REQUIREMENT:**

Possession of a valid Commercial Driver's License with a "P" endorsement as well as an "S" endorsement for the operation of school buses, issued by the New York State Department of Motor Vehicles.

### **NOTE:**

Candidates must satisfy all requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education. If the position involves examination of School Bus Drivers, candidate must possess proper certification in accordance with Section 6.16 of the Regulations of the Commissioner of Motor Vehicles and Article 19A of the Vehicle and Traffic Law.