

DEPARTMENT: SCHOOLS
CLASSIFICATION: NON-COMPETITIVE
APPROVED: MAY 4, 2011

HEAD BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Supervises a group of bus drivers and participates in the transportation of school children. This is routine supervisory work involving responsibility for seeing that school children are transported in a safe and efficient manner, on schedule, and according to approved procedures. In addition, employees in this class are required to drive a school bus under general supervision permitting the exercise of some independent judgment in carrying out details. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists Supervisor of Transportation in the handling of complaints from parents, staff, students, or the general public;
2. Schedules and prepares required student bus drills and other bus safety educational programs for students and the community;
3. Prepares and implements required safety refreshers, and pre-services for all Commercial Drivers License holders and bus attendants;
4. Serves as liaison to schools for handling bus conduct reports, disciplinary actions, and enforcement of District rules of conduct for students on buses;
5. Interviews bus driver and bus attendant applicants, checks references, and makes hiring recommendations;
6. Collaborates with Supervisor of Transportation to implement New York State Department of Motor Vehicles 19A program for all bus drivers and State Education Department required testing and certification for all employees;
7. Maintains all testing and certification records in such a manner as required by all regulatory agencies;
8. Assists Supervisor of Transportation in the testing of bus drivers and bus attendants as required by regulatory agencies;
9. Assists the Supervisor of Transportation with the preparation of reports and documentation required to comply with regulatory agencies;
10. Schedules bus drivers and bus attendants, which includes calling substitutes, on a daily basis and handles leave time requests, extra-work and trip wheels and field trip assignments;
11. Coordinates with Central Office to assure fingerprints are done & clearance is received in accordance with New York State Regulations;
12. Drives school bus when required;
13. Supervises a group of bus drivers as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of safety procedures, traffic laws, and regulations; good knowledge of automotive vehicle operation; good knowledge of automotive maintenance practices; good knowledge of the geography of the area; ability to conduct training sessions; ability to plan and schedule the work of others; ability to understand and carry out oral and written instructions; ability to prepare routine reports; ability to get along well with others; reliability; tact and courtesy; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **and** three (3) years of active school bus driving.

SPECIAL REQUIREMENT FOR APPOINTMENT:

1. Possession of a New York State Department of Motor Vehicle 19A certified examiner certification within one (1) year of appointment.
2. Possession of a Commercial Drivers License Class B with a passenger endorsement.

NOTE: Candidates must satisfy the requirements for Head Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education and New York State Vehicle and Traffic Laws. Compliance is the responsibility of the appointing authority who must advise Niagara County Civil Service of the candidate's compliance when submitting appointing Report of Personnel Change, added 10/5/88.