

HEAD SCHOOL BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work involving responsibility for the safe and efficient operation of buses in a school district transportation system. A Head School Bus Driver oversees the driver functions. The work is performed under general supervision of the School Superintendent or other higher level administrator in accordance with established policies and procedures. This position differs from that of Transportation Supervisor by its limited scope of involvement with the maintenance and upkeep of buses and equipment. Supervision is exercised over the activities of Bus Drivers by observations and reports. A Head School Bus Driver does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares or assists in preparation of bus routes and schedules;
- Assigns drivers to regular and special field trips;
- Interviews prospective drivers and recommends them to superior for hiring and hires substitutes as needed;
- Maintains personnel records and time records for payroll purposes;
- Checks the operation and cleanliness of buses and inspects each bus before its use and at the end of the day;
- Calls and assigns substitute drivers;
- May train new drivers, assigns them to individual routes;
- May operate a school bus on a regular route or as a substitute;
- Requisitions supplies, materials, and equipment for the transportation department;
- Prepares a variety of written and/or oral reports related to the work and as requested by the Superintendent.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of driving skills and operation of buses; good knowledge of the geography of the district; good knowledge of safety procedures and traffic laws and motor vehicle regulations applicable to school bus operation; ability to plan 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 operate a school bus; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Possession of a 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; and three (3) years of experience in the operation of buses or other large automotive equipment.*

* The regular performance of a full schedule of school bus driving duties over a ten (10) month school year shall be deemed to be equivalent to one (1) year of experience for purposes of meeting this requirement. Employment as a substitute Bus Driver will not be deemed as qualifying experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 9/20/01

Revised 3/23/06