

HEAD BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Supervises a group of Bus Drivers in a school district to ensure that buses are operated in a safe and efficient manner, on schedule, and in accordance with all pertinent laws, rules, regulations, and procedures. Operates a school bus as required. May service and repair transportation vehicles and equipment. The work is performed under general supervision. Direct supervision is exercised over drivers and other personnel. This class differs from that of a Transportation Supervisor in that the incumbent spends a greater percentage of time (approximately 50% or more) in driving a bus and performing maintenance on transportation vehicles and equipment.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Drives a school bus and makes special trips as required; Schedules or assists in scheduling drivers and routes; Recruits and assigns relief drivers; Trains or assists in training drivers; Maintains time sheets for payroll purposes; Services and repairs school buses and other transportation equipment; Maintains simple records as required; May investigate complaints relative bus drivers.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of automotive vehicle operation; Good knowledge of automotive maintenance practices; Good knowledge of the geography of the area; Good knowledge of safety procedures and traffic laws and regulations; Ability to plan and supervise 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; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. One year of experience as a full-time paid operator of a motor vehicle or its part-time equivalent which shall include some experience in automotive repair and maintenance; OR
- B. One year of full-time paid experience as an automotive mechanic or its part-time equivalent; OR
- C. Any equivalent combination of training and experience sufficient to indicate the ability to perform the duties of the position.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for the appropriate level New York State Driver's License at the time of application. Possession of license at time of appointment. School Bus Drivers must meet the qualifications of the applicable part of Article 19A of the Vehicle and Traffic Law, Part 6 of the Regulations of the Department of Motor vehicles (Commissioner's Regulations) and Section 156.3 of the Regulations of the Department of Education (Commissioner's Regulations).

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Revised 3/15/85; 11/17/23

Reviewed 7/28/10; 5/17/21; 5/8/25