

Civil Division: Schools  
Jurisdiction Class: Competitive  
EEO Category: Service/Maintenance  
Revised: 04/25/11

## **HEAD 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. The position of Head Bus Driver differs from that of Transportation Supervisor where employed as the top transportation position, in that the size of the operation is smaller and the overall responsibilities would not include the supervision or direction of the repair and maintenance of school buses. When employed in conjunction with a Transportation Supervisor, a Head Bus Driver oversees the driver functions. Additionally, the Head Bus Driver must have sufficient skills and knowledge to determine the need of maintenance and repair of buses which are referred to maintenance personnel. The work is performed under general supervision of either a Transportation Supervisor or other superior in accordance with established policies and procedures. Supervision is exercised over the activities of Bus Drivers by observations and reports. The incumbent performs related work as required.

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

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 supervisor for hiring;  
Calls and assigns substitute drivers;  
Maintains time records for payroll purposes;  
Maintains trip records and prepares transportation reports including accident reports, bus mileage and gas and diesel fuel used;  
Trains new drivers and assigns them to individual routes;  
Checks the operation and cleanliness of buses;  
Receives and refers complaints or questions concerning transportation services;  
Keeps a continuing check on the maintenance and operation of all school district buses;  
Performs minor bus repair and maintenance activities;  
Coordinates bus maintenance and repair with head mechanic;  
Assists in resolving student disciplinary problems on school buses;  
Ensures, where applicable, that school transportation operations conform with State laws and regulations;  
Consults with supervisor regarding unusual problems;  
Prepares a variety of records and reports related to work;  
Assures adequate trained substitute bus drivers are available;  
May arrange for drivers and buses for special transportation activities;  
May assist in preparing transportation, budget estimates and recommendations;  
May advise the supervisor of road hazards which may necessitate school closings;  
May operate a school bus on a regular route or as a substitute.

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

Good knowledge of driving skills and the operation of buses; good knowledge of automotive repair methods and procedures; 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.

**MINIMUM QUALIFICATIONS:** Five (5) years of experience in the operation of buses or other large automotive equipment.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for the Class B or higher level New York State commercial driver's license with passenger endorsement and without airbrake restriction. Possession of a valid CDL license at time of appointment. This license must be maintained throughout appointment. Candidates must be at least 21 years of age.

- NOTE:**
- (1) In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.
  - (2) If the position involves examination of School Bus Drivers in accordance with Section 6.16 of the Regulations of the Commissioner of Motor Vehicles and Article 19A of the Vehicle and Traffic Law, candidates must possess certification as an Examiner issued by the New York State Department of Motor Vehicles at time of appointment.