

HEAD BUS DRIVER - NC

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the safe and efficient operation of buses in a school district transportation system. The position of Head Bus Driver oversees the driver functions. Additionally, the Head Bus Driver must have sufficient skills and knowledge to determine the need for maintenance and repair of buses which are referred to maintenance personnel for repair. The work is performed under general supervision of the Director of Facilities and Transportation in accordance with established policies and procedures. Supervision is exercised over the activities of Bus Drivers by observations and reports. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and assigns bus routes and schedules;

Assigns and supervises bus drivers 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;

Trains new drivers and assigns them to individual routes;

Checks the operation and arranges for maintenance of school buses;

Maintains trip records and prepares transportation reports;

Assists in preparation of transportation budget;

Handles special transportation problems and consults with Director of Facilities and

Transportation regarding unusual problems;

Drives a school bus on an assigned route when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of driving skills and the operation of buses;

Thorough knowledge of the geography of the district;

Thorough 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 get along well with others including the public;

Ability to operate a school bus;

Ability to understand and carry out oral and written instructions;

Ability to keep records and make reports;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Three (3) years of experience in the operation or maintenance of buses or other large automotive equipment.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license appropriate to the vehicles operated.

NOTE: Candidates must satisfy the requirements for the School Bus Driver and School Bus Driver Instructor as set forth in the Rules and Regulations of the New York State Commissioner of Education.