

## HEAD BUS DRIVER/EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for training and testing of all school bus drivers and school bus aides, in accordance with Article 19A. Responsibilities include assisting with planning, preparing and implementing all phases of School Bus Driver and School Bus Aide training and testing. Additional responsibilities include teaching bus routes, overseeing the bus yard/parking, and recordkeeping/reporting relative to Article 19A provisions as well as school policies and procedures. Work is performed under supervision of the Transportation Supervisor in accordance with established policies and procedures. Supervision is exercised over subordinate transportation department employees. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Trains and evaluates all school bus drivers and school bus aides, with annual, bi-annual and physical performance testing, in accordance with Article 19A of the New York State Vehicle and Traffic Law;

Assists with planning and coordination of bus routes;

Assists with scheduling of substitute school bus drivers and school bus aides, and acts as substitute school bus driver or school bus aide when necessary;

Teaches bus routes and bus stops to school bus drivers and school bus aides;

Oversees school bus drivers' check of operating condition of vehicles as well as fuel, oil and tires before driving;

Assists with stop and road checks;

Maintains records and produces reports pertaining to school bus operations including but not limited to fuel records, vehicle mileage reports, records relative to required testing, and related records and reports;

Conducts instruction sessions for students on safety practices as required by state regulation and the Supervisor of Transportation;

Maintains cleaning supply inventory for transportation department, and orders supplies as needed;

Performs related clerical and office support functions as needed;

May operate a school bus on an assigned route;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation of buses; good knowledge of the geography of the district; good knowledge of safety procedures and traffic laws and regulations; ability to

HEAD BUS DRIVER/EXAMINER (cont'd)

plan and supervise the work of others; ability to get along well with others; dependability.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and three (3) years of paid experience in the operation of automotive equipment; or
- b) Graduation from high school or possession of a comparable diploma and two (2) of paid experience in the operation of automotive equipment, one (1) year of which involved experience with supervision or dispatching of drivers; or
- c) An equivalent combination of training and experience as described in a) and b) above.

SUBSTITUTION NOTE: Work experience in a responsible supervisory or management position may be substituted for up to two (2) years of work experience in the operation of automotive equipment on a year for year basis.

SPECIAL REQUIREMENTS:

1. Certification by the New York State Department of Motor Vehicles as a 19A Certified Examiner at the time of examination.
2. Possession of a Commercial Driver's License (CDL), Class B with Passenger and Airbrake Endorsements issued by the New York State Department of Motor Vehicles at time of examination.
3. Possession and maintenance of a currently valid New York State drivers license to operate a school bus in a accordance with New York State Department of Motor Vehicles requirements.
4. Must be at least twenty-one (21) years of age at the time of appointment.

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.