

SUPERVISOR OF SCHOOL BUS DRIVERS AND SCHOOL BUS AIDES

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work involving responsibility for observation, supervision, evaluation, testing and training of all drivers, as well as for planning bus routes, making driver assignments and distributing work to all transportation personnel. An incumbent in this position is responsible for testing and carrying out all phases of driver testing and training. Work is performed under the supervision of the Supervisor of Transportation in accordance with established policies and procedures. Direct supervision is exercised over School Bus Drivers, School Bus Aides and Dispatchers. This position differs from Head Bus Driver by virtue of the additional training, testing, record keeping and supervisory responsibilities required. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Observes, supervises, evaluates and trains all School Bus Drivers;

Trains and tests all drivers in accordance with the provisions of Article 19A of the New York State Vehicle and Traffic Law, including annual/biannual testing, written tests and road testing;

Maintains all personnel records required under Article 19A;

Conducts defensive driving road tests;

Conducts physical performance testing;

Conducts accident investigations and sends forms to all agencies as required;

Teaches or supervises the teaching of refresher courses in laws and regulations pertinent to the operation of a transportation system;

Conferences with drivers and bus aides regarding rules and regulations;

Monitors daily fuel usage and places orders for fuel, environmental absorption products and quick dry for spillages as necessary;

Assigns School Bus Drivers and vehicles to routes;

Maintains records pertaining to bus operation including trip records and transportation reports including accident reports;

Acts as liaison between School Bus Drivers, Mechanics and supervisory personnel;

Assists in preparing transportation budget estimates and recommendations;

Assists in answering telephones;

Assists in dispatching, covering bus runs, calling in subs;

Assists in completing payroll;

Stands by on weekends to assist trip drivers;

May operate a school bus when necessary because of absenteeism;

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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 requirements of Article 19A of the New York State Vehicle and Traffic Law; good knowledge of all laws and regulations concerning the operation of a school district transportation system; good knowledge of driving safety practices and traffic laws and regulations; good knowledge of the operation of buses; good knowledge of local geography, roads, neighborhoods, etc.; ability to plan, organize and direct the work of others; ability to transmit clear verbal and written instructions; ability to maintain records and reports; ability to establish and maintain effective working relationships; dependability; good judgment; resourcefulness.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and four (4) years paid experience in the operation of a school bus, at least one (1) year of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS:

1. Certification by the New York State Department of Motor Vehicles as a 19A Certified Examiner; and
2. 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.

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.