

## SENIOR SCHOOL BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Work involves assisting in coordinating the activities of the bus drivers in a school district. Responsibilities include assisting with scheduling bus routes, dispatching drivers, answering questions from parents regarding school transportation concerns, and generally assisting to ensure safe and efficient operations. In addition, incumbents may be required to drive a regular bus route and/or substitute for regular drivers on an as-needed basis. Work is performed under supervision of the Transportation Supervisor, Supervisor of School Bus Drivers and School Bus Aides, and/or Head Bus Driver. While the incumbent may provide direction and leadership to School Bus Drivers, all such directions are received from a supervisor, and the incumbent fully participates in the work. Performs related work as required.

### TYPICAL WORK ACTIVITIES:

Receives directions from supervisory staff concerning the activities of school bus drivers in the school district;  
Assists supervisory staff in route assignments and notification of drivers regarding any change in schedule;  
Drives a school bus and makes special trips after school, as required;  
Assists in training school bus drivers when trained to do so, in accordance with provisions of Article 19-A, under authority of the supervisor/certified Article 19-A Examiner;  
Assists in the maintenance of safety standards in conformance with state and insurance regulations and the established safety program of the department;  
Assists in scheduling transportation for special school trips, extracurricular and sports activities;  
Assists in the preparation and maintenance of simple reports for the department, e.g. routing program, scheduling logs, etc;  
Answers routine questions and responds to complaints by telephone, two-way radio, or in person;  
May perform dispatching duties requiring the use of a two-way radio;  
May lead and participate in transportation operations;  
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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; good knowledge of the roads, bus

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routes and geography of the school district; working knowledge of the transportation operations of the school district; ability to understand, interpret and transmit instructions to bus drivers; ability to establish and maintain effective working relationships; ability to make minor repairs to the vehicle; mechanical aptitude; dependability; good judgment.

MINIMUM QUALIFICATIONS:

Two (2) years experience as a School Bus Driver.

SPECIAL REQUIREMENTS:

1. Must be at least twenty-one (21) years of age at the time of appointment.
2. Eligibility for the appropriate level New York State Drivers License at the time of application
3. 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 appointment.
4. Must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioners of Education and Motor Vehicles.
5. In Carmel Central School District, must complete Transportation Department Trainer training program.

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.