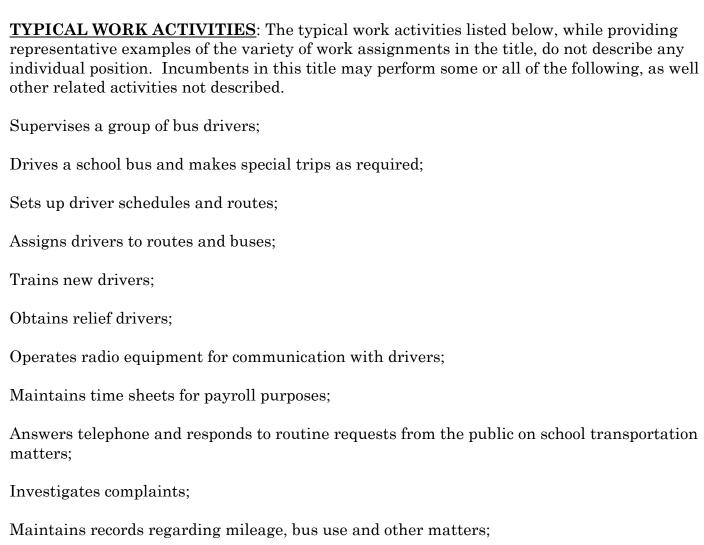# HEAD BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is routine supervisory work involving responsibility for seeing that school children are transported in a safe and efficient manner, on schedule and according to approved procedures. In addition, employees in this class may be required to drive a school bus and perform maintenance tasks on vehicles. Work is performed under general supervision permitting the exercise of independent judgment in carrying out details. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises a group of bus drivers;

Drives a school bus and makes special trips as required;

Sets up driver schedules and routes;

Assigns drivers to routes and buses;

Trains new drivers;

Obtains relief drivers;

Operates radio equipment for communication with drivers;

Maintains time sheets for payroll purposes;

Answers telephone and responds to routine requests from the public on school transportation matters;

Investigates complaints;

Maintains records regarding mileage, bus use and other matters;

May instruct students on school bus safety procedures and behavior;

May participate in maintenance work on vehicles.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of automotive vehicle operation; depending on location of position: good knowledge of automotive maintenance practices; good knowledge of the geography of the area; good knowledge of safety procedures and traffic laws and regulations; ability to plan and supervise the work of others; ability to understand and carry out oral and written instructions; ability to prepare routine reports; ability to get along well with others; depending on location of position: ability to operate radio equipment and ability to answer

routine questions on transportation matters; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school and two (2) years of experience in the operation or repair of school buses.

Special Requirements for Appointment: Possession of a Class 2 New York State Motor Vehicle License.

ULSTER COUNTY   Adopted: March 26, 1971
3320 HD BUS DRV   Revised: November 9, 1981
Classification: Non-Competitive
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