

Head Bus Driver Tompkins County

Department: Various School Districts Throughout Tompkins County

Classification: Non-competitive

Approved: Unknown original creation or approval date

Revised: 1/76; 12/15

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience operating a school bus **AND** eligibility for the appropriate operator's license issued by the state of New York and possession of such license at the time of appointment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

Applicants must satisfy requirements of bus drivers set forth in the rules and regulations of the New York State Commissioner of Education.

DISTINGUISHING FEATURES OF THE CLASS: Responsible for the efficient operation of a school transportation program. This position involves responsibility for planning and supervising all aspects of pupil transportation for the school district. In addition, an employee in this class may drive a school bus over a regularly scheduled route. Work is performed under the general direction of a school official and in accordance with general policies outlined by the Board of Education. Supervision is exercised over the work of bus drivers, automotive mechanics, and helpers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Annually assists in laying out school bus routes;

Periodically changes bus routes to meet needs of district;

Investigates and answers complaints concerning bus routes;

Prepares all necessary transportation reports and maps of bus routes;

Instructs bus drivers concerning safety rules and regulations;

Instructs new bus drivers in the operation of a school bus;

Interviews new bus drivers and presents application to Board of Education;

Arranges for substitute bus drivers;

Confers with and checks the work of mechanics and helpers and lays out schedule of maintenance work;

Checks all transportation purchases and bills;

Maintains records of materials and supplies used, employee time, mileage, and number of pupils carried.

Arranges for all special bus trips;

Assists in the preparation of the annual budget and preparing specifications for new equipment;

May drive school bus on regular route, substitute, and make special trips as required.

May lead in performing a variety of repairs to busses, automobiles, trucks, tractors, and other school machinery and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of standard transportation methods, motor vehicle law, rules and regulation, and of the operation of buses;

Good knowledge of the geography of the school district;

Working knowledge of automotive repair methods, costs, tools, and terminology;

Ability to plan and supervise the work of others; ability to maintain records and prepare reports; Dependability;

Good physical condition.