

Jurisdictional Class: Competitive; Non-Competitive in Schools  
Adopted: May 27, 1969  
Revised: May 19, 2010

**HEAD BUS DRIVER**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the efficient supervision and operation of a school district transportation system. The position of Head Bus Driver differs from the position of Transportation Supervisor in that the size of the operation is smaller and the overall responsibilities would not include the supervision or direction of the repair and maintenance of school buses. The Head Bus Driver, however, must have sufficient skills and knowledge to determine the need of maintenance and repair of buses. The work is performed under general supervision in accordance with established policies and procedures. Supervision is exercised over the activities of Bus Drivers by observation and reports. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Prepares bus routes and schedules;  
Interviews prospective drivers and recommends them to superior for hiring;  
Trains new drivers and assigns drivers to special field trips;  
Calls and assigns substitute drivers;  
Maintains time records for payroll purposes;  
Maintains trip records and prepares transportation reports including accident reports;  
Checks the operation and cleanliness of buses;  
Assists in preparing transportation, budget estimates, and recommendations;  
Handles special transportation activities;  
Handles complaints regarding transportation;  
Consults with superior regarding unusual problems;  
Keeps records and makes reports on equipment use.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the operation of buses;  
Good knowledge of the geography of the district;  
Good knowledge of safety procedures, traffic laws, and regulations;  
Some knowledge of standard automotive repair methods and tools and terminology of the trade;  
Ability to plan and supervise the work of others;  
Ability to get along well with others including the public.

**MINIMUM QUALIFICATIONS:** Five (5) years of training and/or experience operating automotive equipment.

**NOTE:** If the position involves the operation of a school bus, then the following special requirement applies:

Eligibility for an appropriate level New York State Driver's License at the time of application. Possession of license is required at time of appointment. Drivers must be at least 21 years of age. In addition, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commission of Education.