

## **HEAD BUS DRIVER**

**LOCATION:** Tioga County School Districts  
**CLASSIFICATION:** Non-Competitive  
**SALARY:** Varies by location  
**ADOPTED:** Reviewed 09/16 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory work involving responsibility for planning bus schedules, making assignments to drivers and overseeing their work. The work is performed under general supervision in accordance with established policies and procedures. Immediate supervision is exercised over bus drivers and other assigned personnel.

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

- Prepares bus routes and schedules;
- Interviews prospective employees, institutes necessary investigations and recommends employment;
- Trains new drivers and assigns them to individual routes and to special field trips;
- Calls and assigns substitute drivers;
- Maintains the records for payroll purposes;
- Maintains trip records and prepares transportation reports including accident reports;
- Checks the operation and cleanliness of buses;
- Handles and investigates complaints regarding transportation;
- Recommends disciplinary action and the dismissal of employees;
- Assists in preparing transportation budget estimates and recommendations;
- Drives school bus on regular route and makes special trips as required;

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

Good knowledge of the operation of buses; good knowledge of the geography of the district; good knowledge of safety procedures and traffic laws and regulations; ability to plan and supervise the work of others; ability to get along well with others; dependability; good physical condition.

**MINIMUM QUALIFICATIONS:** Graduation from high school **AND** three (3) years of full-time paid experience (or its part-time equivalent) in the operation or repair of automotive equipment.

**SPECIAL REQUIREMENTS:** Eligibility for a Class B Commercial driver's license issued by the New York State Department of Motor Vehicles at the time of application for appointment. Possession of a license upon completion of probationary period.

**NOTE:** In addition, candidates must satisfy the requirements for school bus driver set for in the Rules and Regulations of the New York State Commissioner of Education.