GENESEE COUNTY

HEAD BUS DRIVER (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: The work is performed under direct supervision of the Superintendent and Business Official, allowing some leeway for the exercise of independent judgment. Incumbents of this class involve primary responsibility of ensuring daily activities, operations, efficiency, reporting, scheduling and maintenance of the transportation facilities. This position is responsible for a fleet of buses and all other automotive or motor equipment of a school district. Ensuring buses are well maintained as well as operated in a safe and efficient manner. In addition to this oversight responsibility, incumbents may also drive a bus on an as needed basis. Supervision may be exercised over subordinate transportation department employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Create general reports and perform routine maintenance on buses, cars, trucks and all motor equipment owned and operated by the District;
Prepare estimates, cost and materials needed for motor maintenance and repairs;
Prepares requisitions for materials and parts needed;
Maintain inventory of tools, equipment, parts, and replacement equipment and replacement parts;
Prepare and plan all regular maintenance scheduling for all motor equipment ensuring preventative maintenance is performed as required by State and local regulations;
Ensure and assist in performing all State vehicle inspections;
Facilitate DOT inspection process, as well as local safety and inspection requirements are being met;
Inspect transportation activities periodically during the school year to ensure that all necessary standards of safety and efficiency are met;
Maintain trip records and prepares transportation reports including accident reports, bus mileage, gas and diesel fuel used;
Substitute as a bus driver as needed, including any short trips during the school day as required;
Monitor all requirements involved for keeping certifications as a school bus driver for New York State as required under article 19-A;
Provide on-road instruction and evaluation of a new bus driver;
Receives and refers complaints or questions concerning transportation services and assists in resolving student disciplinary problems or school buses;
Prepares a variety of records, reports and budget estimates to the School Business Official;
Review and adjust bus routes in cooperation with the bus drivers, Business Official and school Superintendent;
Interviews prospective drivers and recommends them to supervisor for hiring;
Secure substitute bus drivers as needed, post athletic and field trips on the drivers' trip board;
May advise supervisor of road hazards which may necessitate school closings.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CONTINUED.....

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS; Good knowledge of standard transportation methods and the operation of buses. Working knowledge of routine bus maintenance methods; knowledge of safety procedures and practices in the operation of the automotive equipment; good knowledge of traffic laws and regulations; ability to operate a bus under difficult driving and road conditions; ability to get along with others and get along well with students and parents; mental alertness; good knowledge of the New York State Motor Vehicle Law, New York State Bus Driver Law, DOT; ability to plan, create reports, fluent in scheduling; ability to keep detailed records; dependability.

While performing the duties of this job, the employee is required to reach with hands and arm. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, AND

(A) Three (3) years of FT paid experience as a bus driver.

NOTE: Part-time experience will be considered on a prorated basis.

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT: Possession of a valid appropriate level New York State Driver License. Drivers must be at least 21 years of age.

NOTE: In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-competitive Class
Adopted 11/1/24