

Department: Transportation
Classification: Non-Competitive
Grade: 7

SPEC DISK G4
DOCUMENT 2

HEAD BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the operation of County Transit buses. This is supervisory work involving responsibility for planning bus schedules, making assignments to drivers and overseeing their work. This position does not require the actual performance of maintenance and repair tasks and therefore requires no more than a superficial knowledge of the mechanical repair and maintenance of buses. The major portion of this position involves the actual operation of a bus. The position is distinguished from that of Bus Driver in that the remainder of the position involves assistance to the transportation director and supervising bus driver. The work is performed under the direct supervision of the transportation director and supervising bus driver. Immediate supervision is exercised over Bus Drivers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Prepares bus routes and schedules;
Trains new drivers and assigns them to individual routes and 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;
Handles complaints regarding transportation;
Operates a bus on an assigned route;
Conducts training for drivers

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of buses; good knowledge of driving safety practices and traffic laws and regulations; good knowledge of the geography of the county; ability to understand and follow oral and written directions; ability to plan and supervise the work of others; ability to get along well with others; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years of experience in the operation of buses. Eligibility for an appropriate level New York State driver's license.

NOTE: Persons driving public transit buses must be at least 18 years of age.

Revised: 5/13/16