

Department: Public Transportation
Classification: Competitive
Grade: 9

SPEC DISK CG
DOCUMENT 05

SUPERVISING BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the safe operation of the Public Transportation buses. This is supervisory work involving responsibility for planning bus schedules, making assignments to drivers and overseeing their work. The major portion of this position involves the actual operation of a bus. The work is performed under the direct supervision of the County Transportation Coordinator. 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;
Calls and assigns substitute drivers;
Operates a bus on a regular schedule or on special occasions;
Checks the operating condition and cleanliness of buses;
Reports any mechanical defects;
Maintains trip records including times, mileage, gas and oil consumption and routes;
Prepares transportation reports including accident reports;
Handles complaints regarding transportation;
May be required to operate a station wagon or similar vehicle;
May be required to perform minor maintenance tasks on the vehicle.

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; ability to make minor repairs to the vehicle; ability to plan and supervise the work of others; ability to understand and follow oral and written directions; ability to get along well with others and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three years of experience in the operation of a bus and experience in planning bus schedules.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Must be a 19A Certified Examiner with a valid appropriate level New York State driver's license.

Adopted: 09/05/2008
Revised: 01/27/2014