

Department: School Districts
Classification: Competitive

SPEC DISK G7
DOCUMENT 30

SUPERVISING BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the operation of school district buses. This is supervisory work involving responsibility for planning bus schedules, making assignments to drivers and overseeing their work. This position may require the actual performance of maintenance and repair tasks with basic knowledge of the mechanical repair and maintenance of buses. The major portion of this position involves the actual operation of a school bus. The work is performed under the direct supervision of the Administration. Immediate supervision is exercised over School 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;
Assists in preparing transportation budget estimates and recommendations;
Responsible for expense records;
Maintains inventory of supplies and equipment needs;
Operates a school bus on an assigned route;
Supervises the loading and unloading of buses;
Conducts safety drills for passengers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of school buses; good knowledge of driving safety practices and traffic laws and regulations; good knowledge of the geography of the district; 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:

Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in the operation of school buses or four (4) years of experience as an automotive mechanic and possession of an appropriate level New York State Driver's License.

NOTE: Persons driving school buses must be at least 21 years of age. 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.

ADOPTED: 05/22/96