

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: HEAD BUS DRIVER (DIAL-A-BUS PROGRAM)

TITLE #: 1324

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting in the overall direction of a municipal Dial-a-Bus program including dispatching buses, establishing bus routes and schedules. In addition to these responsibilities, incumbents may also drive a regular bus route or substitute for regular bus drivers on an as-needed basis. Work is performed under the general supervision of a designated supervisor in accordance with policies and procedures designed to ensure the safe and efficient operation of program buses. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares or assists with the preparation of bus routes and schedules and make adjustments as needed;

Dispatches transportation vehicles;

Maintains driving records for all transportation personnel and notifies drivers of license and certification expiration dates;

Assists in the development of safety meetings and training programs for drivers;

Maintains daily records of mileage, fuel consumption, lubrication and preventive maintenance for each vehicle;

Trains or assists with the training of bus driver candidates in obtaining CDL permits and licenses;

May call substitute bus drivers as needed;

May drive a bus on a regular route and make special trips as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of transportation procedures and the operation of transportation vehicles; good knowledge of driving safety practices and traffic laws and regulations; ability to efficiently operate a computer to develop and maintain required records and produce reports; ability to meet required deadlines; ability to instruct bus driver candidates in motor vehicle and safety regulations; ability to follow oral and written instructions; organizational skills; good interpersonal skills; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience as a bus driver or dispatcher.

SPECIAL REQUIREMENTS: Must possess and maintain a driver's license in a class deemed appropriate by the Appointing Authority. Candidates must be 21 years old.

When assigned to the Town of Warwick:

- Must possess and maintain a 19A Examiner Certificate.

JURISDICTIONAL CLASSIFICATION: Non-Competitive in the Town of Warwick and Town of Monroe.

JURIS CL UPDATE: 06/08/09 at