

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

**CLASS TITLE:** HEAD BUS DRIVER

**TITLE #:** 1332

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for assisting in the direction of a school transportation program including dispatching buses and leading and directing the work of bus drivers. Work is performed under the general supervision of a designated administrator according to policies and procedures designed to insure the safe and efficient operation of school buses. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

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

Maintains a schedule for a preventive maintenance program for transportation department vehicles and assures completion of repairs;

Requisitions maintenance, maintains inventory and supervises the storage of repair supplies, parts and equipment.

Dispatches pupil transportation vehicles and other vehicles involved in district transportation needs;

Assists in planning transportation routes for bus drivers to follow and preparing time schedules and stop locations for buses;

Assists with data entry and retrieval from routing software programs;

Assists in the development of safety meetings and training programs for school bus drivers, school monitors and students;

May assist in preparing the transportation budget and monitoring the monthly expenses of the department;

May call substitute bus drivers as needed;

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

May maintain driver records as required by DMV and State Education Dept;

May train school bus driver candidates in obtaining CDL permits and licenses;

May train school monitors in responsibilities when assigned to school buses;

May deliver supplies as deemed necessary by the school administration.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of transportation procedures and the operation and maintenance of buses and other transportation vehicles; good knowledge of district operational procedures; good knowledge of driving safety practices and traffic laws and regulations; ability to make minor repairs to the vehicle; good knowledge of modern school bus fleet maintenance procedures; ability to lead and direct the work of others; ability to follow oral and written instructions; organizational skills; good interpersonal skills; 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 experience as a bus driver.

**SPECIAL REQUIREMENTS:** Must possess and maintain a valid driver's license at the appropriate level, as determined by review and approval of appointing authority. Candidates must satisfy the requirements for school bus driver set forth in the Rules and Regulations of the New York State Commissioner of Education, as determined by review and approval of appointing authority.

**SPECIAL REQUIREMENTS WHEN ASSIGNED TO THE WASHINGTONVILLE CENTRAL SCHOOL DISTRICT:** Candidates must possess at time of appointment and maintain the following:

- 19A Examiner Certificate
- New York State Class B CDL license with Passenger endorsement
- 10 Hour Advanced School Bus Driver Training Certificate

**JURISDICTIONAL CLASSIFICATION:** Non-competitive among School Districts

ADOPTED: 7/13/66

REVISED: 10/21/92

REVISED: 8/14/97

REVISED: 3/10/98

REVISED: 5/18/01 ms

REVISED: 12/3/03 ms

REVISED: 7/12/10 dr

**REVISED: 4/28/11 dr**