

**HEAD BUS DRIVER – AUTOMOTIVE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves performance of diverse duties in connection with the transportation operation in a school district. Duties will include performance of automotive mechanical and maintenance tasks, operation of a school bus, and supervision of other persons who operate buses and perform mechanical tasks. Work is performed under general direction with wide leeway for accomplishing job objectives.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Operates a school bus on a regular schedule or on special occasions;

Checks the operating condition of the bus before starting on a trip;

Informs passengers about safety precautions;

Maintains orderly conduct on bus;

Performs skilled mechanical repairs on school buses and other school district vehicles;

Prepares and maintains maps of routes and pick-up points;

Plans and supervises the work of other bus drivers and mechanics.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of driving safety practices and traffic laws and regulations; good knowledge of standard automotive repair methods and procedures; ability to operate a bus under difficult driving and road conditions; ability to make repairs to automotive and mechanical equipment; ability to plan and supervise the work of others; mechanical aptitude; ability to understand and execute oral and written instructions; and dependability.

**HEAD BUS DRIVER – AUTOMOTIVE MECHANIC****Page 2**MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of an equivalency diploma and two (2) years of experience in the operation or repair of buses or other equipment used in the transportation of passengers; or
- (B) Three (3) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

In addition to meeting either (A), (B), (C) above, appointees must also possess an appropriate License and must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.