

HEAD BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for operating a bus or related public transportation or school transportation vehicles and supervising the work of other persons operating public transportation or school transportation vehicles. Work is performed under general supervision with leeway for making independent judgments.

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 bus, van, or other public transportation vehicle;

Makes special trips as required;

Schedules other drivers and assigns routes;

Supervises and evaluates the work of subordinate employees;

Maintains a variety of records pertinent to vehicle use, maintenance, driver routes, schedules, etc;

Checks the operating condition of buses;

Informs drivers and passengers about safety practices;

Keeps interior and exterior of vehicles clean and neat;

May perform minor maintenance tasks on vehicle.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws or regulations;

ability to operate a bus or other multi-passenger vehicle under difficult driving and road conditions;

ability to make minor repairs to vehicles; ability to lay out work for others; ability to understand and

follow simple oral and written directions; ability to get along well with others; mechanical aptitude;

and mental alertness.

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MINIMUM QUALIFICATIONS: Possession of the appropriate level operator's license at the time of appointment, and one year of experience in operating a bus or similar multi-passenger vehicle. Candidates must successfully complete the New York state Department of Motor Vehicle Article 19-A Certification Program requirements before appointment or within the probationary period following appointment.

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Last Reviewed: 7/17/97
Jurisdictional Class: Non- Competitive
Public Hearing: approved
NYS Civil Service Commission Approval: approved

Revised and Replaced in Classplan: 2/9/2023