

HEAD BUS DRIVER

GENERAL STATEMENT OF DUTIES: Has responsibility for the efficient operation of a school transportation program; operates a school bus on a regular basis; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning and supervising all aspects of pupil transportation for the school district. In addition, an employee in this class drives a school bus over a regularly established route. Work is performed under the general direction of a school official and in accordance with general policies outlined by the Board of Education. Supervision is exercised over the work of bus drives, automotive mechanics and helpers.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

- Annually lays out school bus routes and presents routing schedule to Board of Education for approval;
- Periodically changes bus routes to meet needs of district;
- Investigates and answers complaints concerning bus routes;
- Prepares all necessary transportation reports and maps of bus routes;
- Instructs bus drivers and presents applications to Board of Education;
- Arranges for substitute bus drivers;
- Confers with and checks the work of mechanics and helpers and lays out schedule of maintenance work;
- Checks all transportation purchases and bills;
- Keeps records of materials and supplies used, employee time, mileage and number of pupils carried;
- Arranges for all special bus trips;
- Assists in the preparation of the annual budget and preparing specifications for new equipment;
- Drives school bus on regular route and makes special trips as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of standard transportation methods and of the operation of buses; good knowledge of the geography of the school district; working knowledge of automotive repair methods, costs, tools and terminology; ability to plan and supervise the work of others; ability to maintain records and prepare reports; dependability; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and two years of experience in the operation and repair of automotive equipment; or any equivalent combination of training and experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- (1) Possession of an appropriate Chauffeur's License.
- (2) Not less than twenty-one years of age.

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