



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	HEAD BUS DRIVER
Jurisdictional Class:	Non-Competitive
Civil Division:	County Schools
Adoption: CSM	11/1/75
Revised: CSM	12/17/03

DISTINGUISHING FEATURES OF THE CLASS:

Has responsible charge of the continuing operation of the school district buses and may operate a bus on an assigned route; does related work as required. These duties involve the responsibility for seeing that all school district buses are staffed with drivers and for driving a school bus over a regularly established route. Responsibilities do not include supervision or direction of the repair and maintenance of school buses. The work is performed under general supervision in accordance with established policies and procedures. Supervision is exercised over School Bus Drivers by observation and reports.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains mileage, gas, and oil consumption records and prepares transportation reports;
Calls and assigns substitute drivers;
Assigns drivers in rotation order to special or extra trips;
Checks the operation and cleanliness of buses;
Maintains records for payroll purposes;
Trains new drivers;
May operate a bus on an assigned route;
Consults with superior regarding unusual problems;
Keeps a continuing check on the maintenance and operation of all school district buses;
May assist in the preparation of bus routes and schedules.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the operation of buses;
Good knowledge of the geography of the district;
Good knowledge of safety procedures and traffic laws and regulations;
Ability to assign and oversee the work of others;
Ability to follow written and oral instructions;
Dependability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Two (2) years of experience in operating automotive equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for the appropriate level New York State Driver's License at time of application.

Possession of license at time of appointment.

NOTE: If the position involves the operation of school buses, candidates MUST satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.