

Jurisdiction Class: Competitive  
EEO Category: Service/Maintenance  
Revised: 06/30/2025

## **HEAD BUS DRIVER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory work involving responsibility for the safe and efficient operation of buses within a school district transportation system. The position of Head Bus Driver differs from that of a Transportation Supervisor, when employed as the top transportation position, in that the operation is smaller in scale and does not include responsibility for supervising or directing the repair and maintenance of school buses. When working alongside a Transportation Supervisor, the Head Bus Driver is responsible for overseeing driver functions. Additionally, the Head Bus Driver must possess sufficient skills and knowledge to identify maintenance and repair needs, which are then referred to maintenance personnel. The work is performed under the general supervision of either a Transportation Supervisor or another designated superior, in accordance with established policies and procedures. Supervision of Bus Drivers is exercised through observation and review of reports. The incumbent performs related duties as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Prepares or assists in preparation of bus routes and schedules;  
Assigns drivers to regular and special field trips;  
Interviews prospective drivers and recommends them to supervisor for hiring;  
Calls and assigns substitute drivers;  
Maintains time records for payroll purposes;  
Maintains trip records and prepares transportation reports including accident reports, bus mileage and gas and diesel fuel used;  
Trains new drivers and assigns them to individual routes;  
Checks the operation and cleanliness of buses;  
Receives and refers complaints or questions concerning transportation services;  
Keeps a continuing check on the maintenance and operation of all school district buses;  
Performs minor bus repair and maintenance activities;  
Coordinates bus maintenance and repair with head mechanic;  
Assists in resolving student disciplinary problems on school buses;  
Ensures, where applicable, that school transportation operations conform with State laws and regulations;  
Consults with supervisor regarding unusual problems;  
Prepares a variety of records and reports related to work;  
Assures adequate trained substitute bus drivers are available;  
May arrange for drivers and buses for special transportation activities;  
May assist in preparing transportation, budget estimates and recommendations;  
May advise the supervisor of road hazards which may necessitate school closings;  
May operate a school bus on a regular route or as a substitute.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of driving skills and the operation of buses; good knowledge of automotive repair methods and procedures; good knowledge of the geography of the district; good knowledge of safety procedures and traffic laws and motor vehicle regulations applicable to school bus operation; ability to plan and supervise the work of others; ability to keep and maintain records and reports; ability to get along well with others including the public; ability to operate a school bus.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience in the operation or training of multi-passenger vehicles or other large automotive equipment; **OR**
- (B) Three (3) years of experience in the operation or training of multi-passenger vehicles or other large automotive equipment.

**SPECIAL REQUIREMENTS:**

1. Eligibility for the Class B or higher-level New York State commercial driver's license with passenger endorsement and without airbrake restriction. Possession of a valid CDL license at time of appointment. This license must be maintained throughout appointment. Candidates must be at least 21 years of age.
2. Candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.
3. If the position involves examination of School Bus Drivers in accordance with Section 6.16 of the Regulations of the Commissioner of Motor Vehicles and Article 19A of the Vehicle and Traffic Law, candidates must possess certification as an Examiner issued by the New York State Department of Motor Vehicles at time of appointment.

Adopted: 07/30/1985

Revised: 08/31/1994, 04/25/2011, 10/11/2023, 06/30/2025