

**Canandaigua City School is looking to fill an upcoming vacancy.  
Anticipated start date of July 1<sup>st</sup>, 2023. Full time, 12-month position.**

HEAD BUS DRIVER

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. While supervision is not a major function of this title, oversight and instruction will be provided over the work of school bus drivers.

TYPICAL WORK ACTIVITIES: (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 concerning safety rules and regulations;  
Interviews new bus drivers and presents applications to Board of Education;  
Arranges for substitute bus drivers;  
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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:  
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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND EITHER:

1. Two years of experience in a transportation office involving dispatching and/or scheduling buses;  
OR
2. Two years of experience in the operation and/or repair of automotive equipment.

SPECIAL REQUIREMENT FOR APPOINTMENT: Must be at least twenty-one years of age and possess a valid New York State Operator's or Chauffeur's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

REVISED: 8/9/13; 11/15/21

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE