

Geneva School – Vacancy
Salary Range: \$25.60 - \$40.60/hr

HEAD BUS DRIVER

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.

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.

REVISED: 8/9/13; 11/15/21; 11/8/24

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES