GENERAL STATEMENT OF DUTIES
Coordinates and implements school bus scheduling, including departures, stops, and arrivals; performs related duties as required.

COMPLEXITY OF DUTIES
Under general supervision, the position requires the use of judgment in assuring the availability of vehicles and drivers to properly follow bus schedules.

TYPICAL DUTIES
* 1. Coordinates or arranges for vehicles and drivers to properly follow bus schedules.
* 2. Plans, schedules, assigns, or coordinates drivers for special transportation such as field trips, athletic events, etc.
* 3. Assists in planning bus loads, stops, routes, and schedules.
* 4. Checks drivers' licenses periodically and follows up on required physical examinations of drivers.
* 5. Supervises the cleaning of buses.
   6. In districts that own buses, operates a school bus.

*TYPICAL ADA ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES
1. Thorough knowledge of school district area, location of all schools within the school district, and those schools located outside of the district for which transportation is provided.
2. Considerable knowledge of all routes and bus stops.
3. Knowledge of locations to which field trips are provided.
4. Knowledge of all rules, regulations, and policies relative to transportation.
5. Ability to establish and maintain effective working relationships with associates, parents, and school staff members.

MINIMUM QUALIFICATIONS
Training and Experience
Graduation from high school and
Two years of satisfactory bus driving and/or motor vehicle dispatching experience.

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Training and Experience (continued)

Necessary Special Requirement
In districts that own buses, candidates must satisfy all requirements of Article 19-A of the New York State Vehicle and Traffic Law. In districts where operation of a school bus is required, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education. Section 156.3 of the Regulations of the Commissioner of Education states, in part, that all drivers of school transportation conveyances shall be at least 21 years of age.