



# Notice of Vacancy

August 2, 2021

Posting Number: CSEA 21-22.14

Title of Position: **Head Bus Driver**

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Hours: 8:30 AM – 5:00 PM

## Head Bus Driver – Transportation – Job Description

Head Bus Driver is a supervisory position with responsibility for assisting the transportation supervisor in the safe and efficient operation of school buses in a school district transportation system.

### Specific Duties and Responsibilities:

1. Daily dispatching of all transportation vehicles.
2. Receives and responds to or refers complaints and/or questions concerning transportation services.
3. May operate a school bus on a regular route or as a substitute.
4. Aids in resolving student disciplinary problems on school buses.
5. Ensures that school transportation operations conform to NYS Laws, Regulations and best practices.
6. Acts as receptionist for the transportation department office.
7. Consults with transportation supervisor/or other head bus driver regarding unusual problems.
8. Utilizes 19-A and SBDI certifications to maintain driver/monitor compliance with all applicable laws, regulations and best practices.
9. Prepares a variety of records and reports related to the work.
10. Communicates with drivers via two-way radio.
11. Assists with the organizing and development of computerized bus routes.
12. Continually monitors the successful operation of bus routes.
13. Identifies and addresses problems, concerns and questions specific to school bus transportation.
14. Develops and implements improved communication and documentation with regard to route changes, updates and modifications between office staff and school personnel.
15. Acts as a liaison for the transportation supervisor, school administration, bus drivers, mechanics, parents and all others directly or indirectly associated with the transportation department.
16. Operates and participates in the maintenance of the office equipment.
17. May participate in the training of new school bus drivers and provide continuing education for current school bus drivers behind the wheel and/or in a classroom setting.
18. Shares responsibility for the daily operation of the transportation department, in the absence of the transportation supervisor.
19. Coordinates bus maintenance and repair with head bus driver/mechanic with regard to assignment of substitute buses.
20. Coordinates all new requests for service received after the bid meeting including posting, assignment of personnel and equipment as well as communication with staff, schools and families.
21. Maintain and update seniority roster.
22. Finds, creates and implements innovative solutions to new and/or existing problem areas in the department.
23. Maintains list of all eligible substitute drivers/monitors and assigns them to cover employee absences.

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24. Records and reports staff attendance.
25. Coordinates all aspects of field trip and athletic trip requests, including manpower and equipment. Also generates weekly trip hour reports.
26. Maintains and updates fuel usage and mileage records.
27. Prepares billing for accounts payable.
28. Maintains up-to-date vendor files.
29. Coordinates all aspects of child care transportation including routing and change notifications to drivers, parents, school staff and recordkeeping.
30. Performs other duties or responsibilities as may be assigned by the transportation supervisor.

**Required Knowledge, Skills, and Abilities:**

Thorough knowledge of driving skills and the operation of buses; thorough knowledge of the geography of the district; thorough 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; thorough knowledge of and use of computerized systems including MS Office Suite and bus routing applications (Transfinder); physical condition commensurate with the demands of the position.

**Qualifications:**

1. Satisfy civil service minimum qualifications. (Three years of experience in the operation of buses or other large automotive equipment.)

**Special Civil Service Requirements for Acceptance of Applications:** Eligibility for the appropriate level NYS driver's license to operate school buses at the time of application. Possession of the license at time of appointment. Candidate must be at least 21 years of age.

**Note:**

1. In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner.
2. 19A Certified Examiner and SBDI credentials are preferred. Must be willing to gain those credentials after hire.

Position Available On: August 30, 2021

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**APPLICATION PROCEDURE**

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**Internal Applicants:** E-mail letter of intent to [Employment@waynecsd.org](mailto:Employment@waynecsd.org) or mail to the attention of Staffing Coordinator, Department of Human Resources, District Office.

**External Applicants:** Please apply online at [www.waynecsd.org](http://www.waynecsd.org) (click on EMPLOYMENT OPPORTUNITIES link).

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