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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : HEAD BUS DRIVER
Code: 820025 5BF
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Competitive

GENERAL STATEMENT OF DUTIES

Supervises and participates in routine maintenance activities on school buses, and drives a bus on a regular route; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, this work is similar to work performed by bus drivers, except that it involves leading in the work, and responsibility for maintaining all equipment in a safe and efficient condition. Generally, the employee is the top person in the transportation area in a small district which supplies only part of its own transportation needs.

TYPICAL DUTIES

1. Drives school bus on a regular route, and makes special trips as required.
2. Directs maintenance work on a fleet of school buses.
3. Keeps records of bus maintenance and supplies used.
4. Maintains a variety of routine repair and maintenance tasks.
5. May assist in preparation of bus schedules.
6. Inspects school buses.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of standard automotive repair methods and of the terminology and tools of the trade.
2. Knowledge of the operation of buses.
3. Ability to make repairs on automotive equipment.
4. Ability to follow rough sketches and oral instructions.
5. Ability to lay out work for self and others.
6. Ability to plan bus schedules.

MINIMUM QUALIFICATIONS

Training and Experience

Two years of satisfactory experience as an automotive mechanic
and

Three years of satisfactory experience in the operation of a bus.

Necessary Special Requirement

Possession of an appropriate class, valid Driver License issued by the State of New York, with no convictions for moving violations during the past year. In addition, drivers must be at least 21 years of age.

NOTE: Candidates must satisfy all requirements of Article 19-A of the New York State Vehicle and Traffic Law. In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education. The procedures involved

are lengthy, and there is a substantial state charge.

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