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NASSAU COUNTY**Title : SCHOOL BUS SAFETY
COORDINATOR****SCHOOL DISTRICTS****Code: 820070 5DK****CLASS SPECIFICATION****Page : 1 of 2****Competitive****GENERAL STATEMENT OF DUTIES**

Assists in coordinating and monitoring the BOCES school bus safety program; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of judgment in assisting in coordinating a school bus safety program, monitoring driver performance, and maintaining associated records.

TYPICAL DUTIES

- * 1. Monitors driver accuracy in following run sheets.
- * 2. Responds to complaints concerning school bus safety and scheduling inconsistencies.
- * 3. Maintains driver records for conformance with Article 19A of the New York State Motor Vehicle and Traffic Law and Commissioner of Education Regulations concerning pupil transportation.
- * 4. Conducts on-the-road and written examinations of school bus drivers in accordance with Article 19A of the Motor Vehicle and Traffic Law.
- * 5. Assists the Manager of Transportation in the formulation of school bus safety policies and routing.
- * 6. Assists in coordinating the School Bus Driver Safety Program for Nassau BOCES.
- * 7. Reports any unsafe practices observed in the transporting of children.
- 8. Recommends purchase of new equipment, as required.

ESSENTIAL FUNCTIONS*FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of Article 19A of the Motor Vehicle and Traffic Law.
2. Knowledge of the Commissioner of Education regulations concerning school bus transportation and safety.
3. Ability to establish and maintain effective working relationships with associates.
4. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS**Training and Experience**

Graduation from high school

and

Three years of satisfactory experience in transporting of school children.

Necessary Special Requirements

1. Continuing possession of a valid New York State Class B Driver's License with a P (Passenger Transport) endorsement.
2. Continuing certification as an examiner under Article 19A of the New York State Vehicle and Traffic Law.
3. Candidate must possess State Education Department certification as a School Bus Driver Instructor, or is required to obtain certification within one year of commencement of employment.

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