

SCHOOL BUS ROUTE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is primarily field inspection work for a pupil transportation system of a school district. Duties involve responsibility for the monitoring of the district's busing procedures to ensure safe and efficient school bus operation. This is accomplished by observing drivers at work, assessing safety at bus stop sites, investigating related complaints by the public, etc. Work is performed under the supervision of the Director or Assistant Director of the transportation department or a school administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Ascertains whether routes and stops are being followed as prescribed and in accordance with safe time schedules;
Ascertains whether bus drivers are observing all motor vehicle operating rules and regulations and prescribed safety procedures;
Assists with the establishment of routes and bus stops;
Conducts bus pass checks at bus stops as necessary to ensure the proper use of such passes;
Conducts inspections of routes and stop sites to identify and resolve road hazards such as obstructed signs, foliage which forces students to stand too close to the road, etc.;
Makes periodic inspections of loading/unloading procedures at all schools and sites;
Assists with driver on-the-road training and safety education programs;
Investigates complaints relative to bus routes and procedures as instructed;
Submits appropriate reports/findings as necessary;
May assist in the presentation of safety instruction to students as well as special educational programs relating to transportation;
May operate a school bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the Vehicle and Traffic Law and regulations of the Commissioner of Motor Vehicles and Commissioner of Education as they pertain to pupil transportation; good knowledge of all other laws, regulations, standards and safety practices applicable to the transportation of school students; good knowledge of the geographic area to be served; ability to maintain records and prepare reports; good physical condition as prescribed by the Commissioner of Motor Vehicles and/or the Commissioner of Education.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years experience as a school bus driver driving a vehicle with a capacity of 21 or more passengers.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the vehicle driven. The appointing authority shall have the responsibility for license verification.

NOTES:

1. The appointing authority shall also have the responsibility for additional driver requirements imposed by:
 - a) Article 19-A, Vehicle and Traffic Law as specified in Part 6 of the Regulations of the Commissioner of Motor Vehicles, and
 - b) Section 3624 of the Education Law as specified in Section 156.3 of the Regulations of the Commissioner of Education.
2. If incumbent possesses current certification as an Examiner (as defined by the Department of Motor Vehicle Law, Section 6.16), he/she may be required to conduct state-mandated driver testing. This certification is not to be considered mandatory for the position.