

SAFETY INSPECTOR (TRANSPORTATION)
(Greenburgh #7)

GENERAL STATEMENT OF DUTIES: Coordinates and conducts the training for the certification required of the bus drivers in the school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Supervisor of Transportation, an incumbent of this position prepares and administers the training program for the bus drivers of the Greenburgh #7 school district as mandated by local and State laws. Assists the Supervisor in providing a safe and efficient transportation system by enforcing the regulations and handling any problems between drivers and the public. Supervision is exercised over school bus drivers of the district.

EXAMPLES OF WORK: (Illustrative Only)

Assists Supervisor of Transportation in providing a safe and efficient transportation system for the school district;

Designs and conducts training programs for the bus drivers based on requirements of State and local laws;

Conducts all driver training courses as mandated by the State Education Department to include: pre-service, in-service and refresher courses for all bus drivers;

Conducts biennial performance tests and written examinations required by law;

Reviews employee's status with Department of Motor Vehicle Bureau annually; maintains and updates driver's file as appropriate;

Patrols school district during prime hours to observe the drivers while transporting students to and from school;

Assists drivers with conflicts involving students on the buses and resolves all problems at bus stops;

Acts as liaison between the school district personnel, parents and police department;

Investigates and assists drivers in the event of an accident or mechanical problem; files reports as required;

Attends all school district safety committee meetings.

May be required to drive a school vehicle in an emergency situation.

REQUIRED KNOWLEDGE, SKILLS AND ATTRIBUTES: Good knowledge of State Education laws, rules and regulations regarding the certification requirements of school bus drivers; good knowledge of bus operations in a school district; good knowledge of local geography and traffic conditions; ability to plan, instruct and train others; ability to prepare reports; ability to deal effectively with others; reliability; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience which involved the operation of automotive equipment, two (2) of which must have included the operation of a school bus; or (b) eight years of experience as outlined in (a) or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENTS: (1) Must be certified by the New York State Department of Motor Vehicles as an examiner under Article 19-A of the Vehicle Traffic Law; (2) Must be certified by the State Education Department as a School Bus Driver Instructor (S.B.D.I.). Both certifications must be valid at time of appointment.

SPECIAL NOTE: Possession of a valid license appropriate for the vehicle to be operated issued by the New York State Department of Motor Vehicle at time of appointment;

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.