

SCHOOL BUS ROUTE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is work responsible for ensuring the safety, efficiency and compliance of school bus routes. This position involves inspecting and evaluating bus routes to ensure they meet all regulatory standards and serve the needs of the students and the school district effectively. The work is performed under the supervision of a transportation supervisor or school administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts regular on-site inspections of bus routes, including assessing road conditions, traffic patterns and potential hazards;
Evaluates the efficiency and safety of existing routes, making recommendations for improvements where necessary;
Works with school administrators to address any transportation-related concerns or complaints from parents, students or staff;
Maintains records of route inspections, safety checks and any recommended or implemented changes;
Prepares and submits reports (e.g., route efficiency, safety compliance, etc.);
Addresses and assists in resolving issues related to bus routes, such as delays, road closures or parent complaints;
May respond promptly to any emergencies or accidents, coordinates with the necessary authorities ensuring appropriate actions are taken;
May collaborate with the districts transportation department to plan and adjust bus routes, considering factors like student population changes, school start times and geographical challenges;
May monitor and ensure compliance with local, state and federal transportation regulations and school policies;
May conduct bus pass checks at bus stops;
May assist with establishing bus routes;
May assist with bus driver training and safety programs to drivers and students;
May operate a bus;
May utilize route planning software to develop efficient and effective bus schedules.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws, regulations, standards and safety practices applicable to the transportation of school children; good knowledge and practices of school bus route inspections; good knowledge of the geographic area to be served; ability to maintain records; ability to prepare reports; ability to communicate effectively with others; ability to establish and maintain cooperative relationships with others.

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

NOTE: Possession of a valid driver's license is required at the time of application and must be maintained throughout the course of employment.

SPECIAL REQUIREMENTS:

1. At the time of appointment and periodically throughout the course of employment the appointing authority may verify possession of a valid driver's license required for the type of and size of vehicle to be driven.
2. The appointing authority shall have the responsibility for additional driver requirements imposed by:

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- 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.
3. If the incumbent possesses current certification as an Examiner (as defined by the Department of Motor Vehicle Law, Section 6.16), the incumbent may be required to conduct state-mandated driver testing. This certification is not to be considered mandatory for the position.