

BUS DRIVER

Department: School Districts
Classification: Non-Competitive
Revised: 02/04/1985; 07/06/2004
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is manual work of average difficulty requiring skill in the operation of a large automotive vehicle. Work involves driving a school bus on an assigned route and performing minor maintenance tasks in connection with such operations. The operator is responsible for the safety and conduct of the children who are passengers. Work is performed under general supervision with considerable leeway allowing the operator to carry out the details of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Operates a school bus on a regular schedule or on special occasions;
- Checks the operating condition of the bus before starting on a trip;
- Reports any operational defect to immediate supervisor;
- Informs children about safety practices;
- Maintains orderly conduct of children on bus;
- Keeps interior and exterior of vehicle clean and neat;
- May be required to operate a station wagon or other similar vehicle;
- Maintains records of mileage, routes, times and incidents;
- Prepares and maintains maps of routes and pick-up points.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under difficult driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

- (A) Must be at least 21 years of age at time of appointment.
- (B) Must pass a physical performance test at time of appointment and at least once every two (2) years thereafter.
- (C) Must have the appropriate operator's or commercial driver's license to operate the motor vehicle conveying school children.
- (D) Must complete training and meet all regulations set forth by the New York State Education Department and Vehicle and Traffic Laws.