

BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Operates a school bus on an assigned route and performs minor maintenance tasks in connection with such operation. The operator is responsible for the safety and conduct of the children who are passengers. The work is performed under general supervision with considerable leeway allowed the operator in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Operates a school bus on a regular schedule or on special occasions; Checks the operation condition of the bus before starting on a trip; Reports any operational defect to immediate superior; 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; May be required to perform minor maintenance tasks on the vehicle; Maintains records of mileage, routes, times and incidents; Prepares and maintains maps of routes and pick-up points.

FULL PERFORMANCE, KNOWLEDGE, 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: Eligibility for a New York State Commercial Driver's License, Class B, with a passenger (P) endorsement at time of application.

NOTE: Districts that experience difficulty in recruiting fully qualified drivers, (i.e., individuals with the CDL), may hire individuals with a CDL learner's permit and establish a formal, in-house training program geared toward preparing these drivers to take and pass the road test to obtain the appropriate license. The training program must be successfully completed within 6 months and the appropriate license obtained before the individual drives a school bus with students or is assigned a regular bus route.

SPECIAL REQUIREMENTS (1) Possession of appropriate level New York State Driver's License. (2) Drivers must be at least 21 years of age and (3) must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

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.

Revised 9/30/86; 3/21/11; 2/5/19
Reviewed 11/9/95; 6/12/23