

POSITION CLASS TITLE: **BUS DRIVER**
JURISDICTIONAL CLASS: Non-Competitive
CIVIL DIVISION: Schools
AUTHORIZATION: Personnel Officer/September 1983
 (Revised 4/87, 11/10)

POSITION CLASS DEFINITION:

Essential nature of work, degree of difficulty and responsibility.

Drives a school bus on an assigned route and may perform minor maintenance tasks in connection with such operation; does related work as required.

This is manual work requiring skill in the operation of a large automotive vehicle. 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.

PRIMARY WORK ACTIVITIES:

Typical activities characteristic of the class.

- 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 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.

BUS DRIVER (2770)

KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance level characteristics.

GOOD KNOWLEDGE OF: driving safety practices and traffic laws and regulations;

ABILITY TO: operate a bus under difficult driving and road conditions; make minor repairs to the vehicle; understand and follow simple oral and written directions; 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:

Education, specialized background, training and experience.

Must be eligible for the appropriate level New York State driver's license at the time of application. Possession of license is required at time of appointment. Drivers must be at least 21 years of age.

Note: In addition, candidates 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: Possession of a valid CDL Class B with Passenger (P) and School Bus (S) endorsement motor vehicle license issued by New York State.

REQUIRED CERTIFICATION/LICENSE:

Established by statute, rule or regulation governing position.