

Jurisdictional Class: Non-Competitive
Adopted: February 4, 1986
Revised: April 22, 2010

BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is manual work of average difficulty 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 in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices, 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.

MINIMUM QUALIFICATIONS: Eligibility for the appropriate level New York State Driver's License at the time of application. Possession of license at time of appointment. Drivers must be at least 21 years of age.

NOTE: In addition to the above minimum qualifications, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commission of Education.

School Districts may hire individuals with a CDL Learner's Permit to participate in a formal, in-house training program that prepares these drivers to take and pass the test to obtain the appropriate license. The individual must complete the training program and obtain the appropriate license before driving a school bus with students or being assigned a regular bus route.