

SCHOOL BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the operation of a school bus or mini-van on an assigned route. In addition, a School Bus Driver is expected to perform minor maintenance tasks on vehicles to which he or she is assigned as well as to ensure the safety and proper conduct of students boarding, riding and departing from the bus. The work is performed under the general supervision of the Head Bus Driver permitting considerable leeway in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a school bus or mini-van 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;
Maintains records of mileage, routes, times and incidents;
Prepares and maintains maps of routes and pick-up points;
May be required to operate a station wagon or other similar vehicle;
May act as trainer for new drivers;
May be required to perform minor maintenance tasks on the vehicle.

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 basic 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:

Possession of the appropriate Federal and State Motor Vehicle Operator licenses. at time of appointment.

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. If the position involves acting as trainer for new School Bus Drivers, must possess proper certification in accordance with Section 6.16 of the Regulations of the Commissioner of Motor Vehicles and Article 19A of the Vehicle and Traffic Law.