

BUS DRIVER (SCHOOL)

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 allowed the operator in carrying out the details of the work. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Operates a school bus on a regular schedule or on special occasions;
Checks the operating condition of the bus before starting on a trip and after returning;
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;
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;
When transporting students to extra-curricular activities at out-of-town sites, acts as monitor at such activities;
Reports student behavior problems to the appropriate authority.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR 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 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.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS: Possession of a valid appropriate level New York State Driver License. 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.

Pending Classification 3/28/75

Non-Competitive Class 2/18/77

Revised 4/24/79, 11/26/85, 3/28/00, 5/10/02, 9/23/21