

BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS:

This is manual work of average difficulty requiring skill in the operation of an automotive vehicle used to transport students and/or passengers. The operator is responsible for the safety and conduct of the passengers. The work is performed under general supervision with considerable leeway allowed to the operator for independent judgment in carrying out the details of the work.

TYPICAL WORK ACTIVITIES:

1. Operates a school bus or other bus on regular schedule and/or on special occasions;
2. Checks the operating condition of the bus before starting on a trip;
3. Reports any mechanical defect to immediate superior;
4. Checks and fills vehicle with fuel;
5. Instructs students or adult passengers about safety practices when entering and/or leaving bus;
6. Maintains orderly conduct of students or adult passengers while on bus;
7. Completes accident and vehicle maintenance reports;
8. May clean interior and exterior of assigned vehicle;
9. May be required to perform minor maintenance tasks on the vehicle;
10. May be required to administer first aid to students or adult passengers injured on bus;
11. May install and remove tire chains when necessary;
12. Does related work as required.

WHEN EMPLOYED IN A SCHOOL DISTRICT OR COUNTY DEPARTMENT, MAY ALSO BE REQUIRED TO:

1. Dust chairs, tables, desks, and other furniture;
2. Wash windows, walls, woodwork, bathrooms, tubs, and bowls;
3. Gather and dispose of refuse;
4. Clean and polish furniture;
5. Sweep, mop, and wash floors, clean black boards and erasers, and perform other cleaning duties;
6. Perform maintenance on automotive vehicle and/or buildings and grounds;
7. Perform simple clerical tasks such as filing, sorting and/or printing of various materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under all 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 students and/or adult passengers and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a valid appropriate level commercial driver's license at the time of appointment.

SPECIAL REQUIREMENT:

In School Districts, drivers must be at least 21 years of age. 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. Where applicable, all candidates must meet the requirements for Bus Drivers set forth in the New York State Vehicle and Traffic Law and any other statutory requirements that apply.