

BUS DRIVER

Code No.: 5-02-006
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the safe and efficient operation and routine daily maintenance check of a school bus used in the transport of students on an assigned route to and from school and on athletic and field trips. Employees of this class may also work on a seasonal basis with a town recreation department, transporting program participants between facilities or on excursions. The employee operates a full-size or mini-size school bus or van, and/or transports passengers with or without disabilities. Employees may be required to physically assist passengers to and from the bus or to operate a hydraulic lift for this purpose. Employees are responsible for the safety and conduct of passengers while in transport and may be accompanied in transit by a Bus Attendant or other staff member. The employee reports directly to, and works under the general supervision of a more senior transportation employee or administrator. Direct supervision may be exercised over Bus Attendants and other staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Drives a school bus/vehicle on a regular schedule on an assigned route or on special occasions;

Performs a pre-trip inspection of the vehicle prior to departure and post-trip inspection after every route;

Reports all defects, mechanical and other, of the bus/vehicle to the supervisor;

Instructs or informs passengers about safety practices and procedures when embarking and disembarking bus/vehicle, while in transit, and throughout the year;

Maintains safe and orderly conduct on the bus/vehicle, including student management;

Assists passengers in boarding and exiting a bus/vehicle by providing physical assistance or operating a hydraulic lift;

Cleans and fuels assigned vehicles daily;

Operates a van, station wagon, or similar vehicle to transport objects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of vehicle and traffic law, regulations of the Commissioner of Motor Vehicles, and regulations of the Commissioner of Education (New York State Education Part 156.3 Transportation Regulations) pertaining to pupil transportation; good knowledge of safe driving practices and defensive driving; good knowledge of the geography of the employing school district or municipality; ability to operate a bus under all driving and road conditions; ability to understand oral and written directions; ability to physically assist passengers on and off buses; ability to get along well with children/students/passengers and

command their respect; mental alertness; visual and audio acuity; dependability; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a valid New York State driver's license appropriate to the vehicle(s) operated.

SPECIAL REQUIREMENTS: Must meet all State and Federal pre-employment requirements of the position prior to employment including the appropriate driver's license for the vehicle being operated. It is the jurisdiction's responsibility for ensuring the employees possess valid licenses appropriate to the type of vehicle(s) being operated.

FORMERLY: School Bus Operator in the City School District

REVISED: December 19, 1985

REVISED: July 14, 1994

REVISED: February 5, 1998

REVISED: October 5, 2006

REVISED: July 1, 2010