

SCHOOL BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the operation of a school bus or van. 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. Supervision over the work of others is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

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;

Maintains records of mileage, routes, times and incidents;

Prepares and maintains maps of routes and pick-up points;

May be required to operate a van or other similar vehicle;

May be required to perform minor maintenance tasks on the vehicle;

May operate a two-way radio;

May exchange information with caretakers, parents or school personnel regarding students.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus or van under difficult driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and/ or written directions; ability to get along well with children and command their respect; ability to provide basic first aid if needed; mechanical aptitude; mental alertness; good judgment; good moral character; tact and courtesy; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of the appropriate New York State Driver's License; **AND**

B. Drivers must be at least twenty-one (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 and the New York State Department of Transportation.

ULSTER COUNTY
5670 SCH BS DRI
Classification: Non-Competitive
OA

Revised: March 11, 1975
Revised: December 16, 1985
Revised: May 26, 1993