

BUS DRIVER

Minimum Qualifications: Possession of a Commercial Driver's License with "P" endorsement, as well as, an "S" endorsement for the operation of school buses issued by the New York State Department of Motor Vehicles. Pursuant to the regulations of the State Education Department, a School Bus Driver must be at least 21 years of age. Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Reports to: Head School Bus Driver

Essential Job Function-Distinguishing Features of the Class:

The work involves operating a school bus or other vehicle on an assigned route transporting students to and from school. A bus driver is responsible for the safety and conduct of student passengers. The work is performed under general supervision. A Bus Driver does related work as required.

Performance Responsibilities-Typical Work Activities:

1. Operates a school bus on a regular schedule and/or on other occasions.
2. Checks fuel and oil levels and operating condition of the bus before starting on a trip.
3. Reports mechanical or safety defects to bus mechanic or supervisor.
4. Instructs or informs students about safety practices and rules to be followed when entering, while riding, and when exiting the bus.
5. Maintains orderly conduct of student passengers.
6. May operate a station wagon or other vehicle.
7. Cleans windows, floor, seats, and general interior of bus.
8. Washes exterior of bus.
9. Completes daily and other reports as may be required.
10. May perform minor maintenance tasks on vehicles.

Full Performance, Knowledges, Skills, Abilities, and Personal Characteristics:

Good knowledge of driving safety practices, traffic laws, and regulations particularly as they may apply to school bus operation; ability to proficiently operate a bus under a variety of driving and road conditions; ability to consistently maintain safe driving practices; ability to make minor repairs to the vehicle; ability to understand and follow oral and written directions; ability to get along well with students and command their respect; mechanical aptitude; mental alertness; dependability; good eyesight; good hearing; physical condition sufficient to perform the essential functions of the position.

Terms of Employment: 10 month position

Evaluation: Performance is evaluated by the Head School Bus Driver

NOTE: Districts that experience difficulty in recruiting fully qualified drivers, (i.e., individuals with the CDL), may hire individuals with a CDL learner's permit and establish a formal, in-house training program geared toward preparing these drivers to take and pass the road test to obtain the appropriate license. The training program must be successfully completed and the appropriate license obtained before the individual drives a school bus with students or is assigned a regular bus route.

SPECIAL NOTE: In addition to the above special requirements, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.

New federal regulations require that, on or after October 1, 2005, a school bus driver with a New York State commercial driver license (CDL) must have a new “S” (school bus) endorsement.

When the term “school bus” is used, the term is defined as a vehicle that is defined in Section 142 of the NYS Vehicle and Traffic Law (see below) and the school bus has a seating capacity of 16 or more adults (which includes the driver) or the school bus has a gross vehicle weight rating (GVWR) of more than 26,000 lbs.

Section 142 of the NYS Vehicle and Traffic Law: 142. School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.