

**SCHOOL BUS DRIVER**

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 to the operator in carrying out the details of the work.

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 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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: 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 the 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; and dependability.

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MINIMUM QUALIFICATIONS: Eligibility for a New York State CDL-B License at the time of application; possession of the license at time of appointment. 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.

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Last Reviewed: December 2, 1985  
Jurisdictional Class: Non-Competitive  
Public Hearing:  
NYS Civil Service Commission Approval:

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