

DEPARTMENT: SCHOOLS
CLASSIFICATION: NON-COMPETITIVE
APPROVED: SEPTEMBER 26, 2014

BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Drives a school bus on an assigned route and may perform minor maintenance tasks in connection with such operation. 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. In certain school districts, employees may be assigned to drive only smaller school buses that limit the number of passengers and do not require certain endorsements. The work is performed under general supervision with considerable leeway allowed the operator in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Operates a school bus on a regular schedule or on special occasions;
2. Checks the operating condition of the bus before starting on a trip;
3. Reports any operational defect to immediate superior;
4. Informs children about safety practices;
5. Maintains orderly conduct of children on bus;
6. Keeps interior and exterior of vehicle clean and neat;
7. May be required to operate a station wagon or other similar vehicle;
8. May be required to perform minor maintenance tasks on the vehicle;
9. Maintains records of mileage, routes, times and incidents;
10. Prepares and maintains maps of routes and pick-up points.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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; dependability; good physical condition.

MINIMUM QUALIFICATIONS:

Candidates must possess a New York State Motor Vehicle Commercial Drivers License (CDL) Class B with P (passenger) and S (school bus) endorsements without L2, N1, or N2 restrictions at the time of application. A CDL Class C is required for school districts where the employee is assigned to drive only smaller buses not included in the definition of Section 142 of the NYS Vehicle and Traffic Law. The School District must indicate on the candidate's application the type of bus to be driven. It is the school district's responsibility to ensure that employees are licensed to drive the vehicle assigned to them.

SPECIAL REQUIREMENT: Candidates must satisfy the requirements for Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education and New York State Vehicle and Traffic Laws. Compliance is the responsibility of the appointing authority who must advise Niagara County Civil Service of the candidate's compliance when submitting appointing Report of Personnel Change.

NOTE: The S (school bus) endorsement is only required for employees driving a vehicle that is defined in Section 142 of the NYS Vehicle and Traffic Law, **and** the school bus has a seating capacity of 16 or more adults (including the driver) **or** the school bus has a gross vehicle rating (GVWR) of more than 26,000 lbs. If the employee will not be required to have the S endorsement, the appointing authority must submit an administrative letter stating that the employee will not drive a school bus as defined above.