

Department: School Districts  
Classification: Non-Competitive  
Grade: \_\_\_\_\_

SPEC DISK H3  
DOCUMENT 46

### SCHOOL BUS DRIVER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for driving a school bus, mini van or other school vehicles on an assigned route. The School Bus Driver is responsible for the safe transfer of school children and maintaining discipline on the bus. In addition, a School Bus Driver may be expected to perform minor maintenance tasks on various vehicles. The work is performed under general supervision in accordance with established policies and procedures with wide leeway permitted for the exercise of independent judgment in carrying out the details of the work. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Operates a school bus or other school vehicle on a regular schedule and on special trips;  
Checks the operating condition of the bus before and after each trip using a checklist to ensure tires, lights, brakes, wipers, etc. are in working order;  
Reports to the maintenance garage any operational defects found during the inspection;  
Maintains orderly conduct of children on bus;  
Keeps interior and exterior of bus clean and neat;  
Informs children about safety regulations and practices;  
Does related paper work as required, such as time sheets, mileage records, defect sheets, accident forms, etc;  
May be required to perform building maintenance work and cleaning chores;  
May be required to perform minor maintenance tasks on the vehicle.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under difficult driving or hazardous road conditions; ability to maintain discipline of children riding the bus; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Possession of an appropriate level New York State driver's license at the time of appointment. Drivers must be at least 21 years of age.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:**

Candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commission of Education.