

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: SCHOOL BUS DRIVER

TITLE #: 1547

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for driving a school bus on an assigned route and may require the performance of minor maintenance tasks in connection with such operation. The work is performed under the general supervision of a Head Bus Driver or Supervisor of Transportation 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. Does related work as required.

TYPICAL WORK ACTIVITIES:

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 defects to immediate supervisor;

Informs children about safety regulations and practices;

Maintains orderly conduct of children on bus;

Keeps interior and exterior of bus clean and neat;

Maintains records of mileage, routes, times and incidents;

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

May perform minor maintenance tasks such as changing oil, filling gasoline tanks, placing chains on wheels, changing tires, etc.;

May dispatch pupil transportation vehicles on a relief or trainee basis;

May train school bus driver candidates in obtaining CDL permits and licenses;

May perform various duties related to district transportation needs;

May perform school monitoring, food service, custodial or teacher aide duties on a substitute basis.

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 or hazardous road conditions; ability to make minor repairs to the vehicle; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Must possess and maintain a valid driver's license at the appropriate level, as determined by review and approval of appointing authority. Drivers must be at least 21 years of age.

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CLASS TITLE: SCHOOL BUS DRIVER continued

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SPECIAL REQUIREMENT: Candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education, as determined by review and approval of appointing authority.

JURISDICTIONAL CLASSIFICATION: Non-competitive among School Districts and BOCES.

REVISED: 1/10/79

REVISED: 12/20/85

REVISED: 6/21/01 ms

REVISED: 5/20/02 ms

REVISED: 9/23/02 ms

REVISED: 01/27/06 kr

REVISED: 02/16/07 at

REVISED: 11/07/07 dh

REVISED: 09/16/10 dr

REVISED: 4/27/11 dr