

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

CLASS TITLE: SCHOOL BUS DRIVER/SCHOOL MONITOR

TITLE #: 1826

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for driving a school bus on an assigned route or on special occasions and may require the performance of minor maintenance tasks in connection with such operation. Additionally, the work involves responsibility for guiding children safely across streets, intersections and in and around school buildings and facilities as well as greeting and directing visitors and children within school buildings. Duties related to driving a school bus are 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 judgement in carrying out the details of the work. Duties related to school monitor are performed under the direct supervision of a senior school official. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a school bus on a 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;

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

Guides children safely across streets and intersections;

Oversees students passing between classes and in locker rooms and other school facilities and buildings;

Assists younger students with outer wearing apparel;

Assists in maintaining order and discipline of all students while on school property and in school vehicles;

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May be in charge of rest periods;

May assist teachers with supervision of recreation and/or lunch periods;

Greets visitors to school buildings and direct to appropriate official;

Issues visitor passes and maintains a log of visitors;

May perform miscellaneous clerical tasks;

May be in charge of specified equipment and/or supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; good knowledge of school policies and procedures; ability to operate a bus under difficult driving or hazardous road conditions; ability to make minor repairs to the vehicle; ability to understand and follow oral and written directions; ability to communicate effectively; ability to get along well with children and command their respect; ability to get along well with the general public; ability to control adverse situations; mechanical aptitude; mental alertness; willingness to work under adverse conditions; tact and courtesy; dependability; good powers of observation; 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.

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 by appointing authority.

JURISDICTIONAL CLASSIFICATION: Non-competitive among school districts.

ADOPTED: 1/13/03 ms

Revised: 2/9/04 Juris. Cl. Update DH

REVISED: 4/28/11 dr