

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

CLASS TITLE: SCHOOL BUS DRIVER INSTRUCTOR-EXAMINER

TITLE #: 1798

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility to oversee and coordinate compliance with Article 19-A of the Vehicle and Traffic Law to insure that School Bus Drivers are hired, supervised, trained and examined in accordance with law. The incumbent of this position will provide behind-the-wheel training and classroom instruction for new drivers and bus monitors in the public school district. The work also involves responsibility for conducting school bus safety related work. Work is performed under the general direction of the Supervisor of Transportation in accordance with State and Federal regulations and Department of Motor Vehicle and New York State Department of Education guidelines. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides behind-the-wheel training/retraining and classroom instruction for new and current school bus drivers and bus monitors;

Conducts defensive driving reviews, biennial road tests, biennial written tests and physical performance tests as needed;

Observes school bus driver and bus monitor safety performance on routes, at bus stops and at schools;

Assists with pupil safety programs at public and non-public schools served by buses in the school district;

Ensures that all school bus drivers and monitors maintain compliance with applicable Department of Motor Vehicles and State Education Department regulations; maintains necessary files reflecting such compliance for auditing purposes;

Drives school bus and assists with dispatching, as needed;

Utilizes transportation computer applications in maintaining driver records and bus routing;

Serves on departmental safety-related work groups such as the Accident Review Committee and the Health and Safety Committee;

Attends refresher training seminars as prescribed by the State Education Department and Department of Motor Vehicles;

Assists in developing departmental reports.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of pupil transportation methods, programs, rules and regulations; good knowledge of driving safety practices and traffic laws and regulations; working knowledge of transportation computer applications for bus routing and driver records management; working knowledge of school district operational procedures and safety practices; organizational skills; good interpersonal skills; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to train individuals on how to drive a school bus; sound judgement and willingness to show initiative; enthusiasm; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and one (1) year experience in the training and instruction of bus driving; OR
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years experience outlined in (A) above; OR
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years experience as a school bus driver.

NOTE: Candidates must satisfy the requirements for the School Bus Driver and School Bus Driver Instructor as set forth in the Rules and Regulations of the New York State Commissioner of Education.

SPECIAL REQUIREMENTS: Must possess and maintain current 19A and SBDI certifications. Must possess and maintain a valid Class B CDL license with a School Bus Endorsement and a Passenger endorsement. Drivers must be at least 21 years of age.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 12/22/16 HM