

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

CLASS TITLE: SCHOOL BUS DRIVER INSTRUCTOR-EXAMINER (KIRYAS JOEL) **TITLE #:** 1898

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 at the Kiryas Joel School District that are hired by our transportation contractor are 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 contracted in the district. The work also involves responsibility for conducting school bus safety related work. Incumbents in this class must be fluent in both English and conversational Yiddish in order to provide assistance to Yiddish speaking students and the general public. Work is performed under the general direction of the Superintendent of Schools 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, road 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;

Operates transportation computer software in maintaining driver records, developing reports and facilitating bus routing;

Drives school bus and assists with dispatching, as needed;

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;

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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; proficiency in the Yiddish language; 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 or New York State registered college or university 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 Passenger endorsement. Drivers must be at least 21 years of age. Proficiency in the Yiddish language will be evaluated during the probation period.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 3/17/14 at