

SCHOOL BUS DRIVER AND COURIER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work calling for the services of a skilled motor vehicle operator. Incumbents of this position operate any motor vehicle defined as a school bus by the Vehicle and Traffic Law and used for the purpose of the transportation of pupils and/or others to and from school or school activities. Considerable aptitude in handling and helping certain passengers such as mentally, socially or physically handicapped children may be involved. Incidental duties related to school bus operation are usually performed. In addition, other vehicles are operated in the collection, transportation and delivery of various school-related items and materials. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a bus, station wagon or other passenger vehicle used as a school bus, on regularly scheduled runs, to random destinations, and/or to and from special events;
Operates a motor vehicle in the collection, delivery and distribution of mail, messages, food supplies, stationary and other materials;
Checks vehicles before use to assume safe operation;
Maintains order and discipline among passengers as necessary;
Keeps simple records on motor vehicle operations such as mileage and fuel consumption;
May deliver bank deposits;
May occasionally assist in cleaning, routine maintenance, clerical office machine operation or other work of a simple nature;
May perform routine maintenance on vehicles (e.g. washing, cleaning and tire changes).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of vehicles used in the transportation of passengers or miscellaneous materials; demonstrated skill in operating a passenger vehicle used as a school bus; ability to understand and follow simple oral and written instructions; good judgment and dependability; good physical condition as prescribed by the Commissioner of Motor Vehicles and/or the Commissioner of Education; familiarity with the Vehicle and Traffic Law and regulations of the Commissioner of Motor Vehicles and Commissioner of Education as they pertain to pupil transportation.

MINIMUM QUALIFICATIONS: Two (2) years of licensed driving experience.

NOTES:

1. Drivers operating a vehicle with a gross vehicle weight rating (GVWR) of 26,000 lbs. or less shall be known as School Bus Driver I. Drivers operating a vehicle with a GVWR of more than 26,000 lbs. shall be known as School Bus Driver II.
2. The appointing authority shall have the responsibility for verification of the appropriate driver's license for the vehicle(s) being operated.
3. The appointing authority shall also have the responsibility for additional driver requirements imposed by:

(over)

- a) Article 19-A, Vehicle and Traffic Law as specified in Part 6 of the Regulations of the Commissioner of Motor Vehicles, and
- b) Section 3624 of the Education Law as specified in Section 156.3 of the Regulations of the Commissioner of Education.