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**SCHOOL BUS DRIVER**

**GENERAL STATEMENT OF DUTIES:** Drives a school bus on an assigned route and may perform minor maintenance tasks in connection with such operation; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is manual work of average difficulty requiring skill in the operation of a large automotive vehicle. The operator is responsible for the safety and conduct of the children who are passengers. The work is performed under general supervision with considerable leeway allowed the operator in carrying out the details of the work.

**TYPICAL WORK ACTIVITIES:**

Operates a school bus on a regular schedule or on special occasions;  
Checks the operating conditions of the bus before starting on a trip;  
Reports any operational defect to immediate superior;  
Informs children about safety practices;  
Maintains orderly conduct of children on bus;  
Keeps interior and exterior of vehicle clean and neat;  
May be required to operate a station wagon or other similar vehicle;  
Maintains records of mileage, routes, times and incidents;  
Prepares and maintains maps of routes and pick-up points;  
Assists handicapped students with getting on and off the bus and being seated when necessary.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under difficult driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; 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.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Eligibility for the appropriate level New York State Drivers License at the time of application. Possession of license at the time of appointment. Drivers must be at least 21 years of age.

**NOTE:** In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

REVISED: December 4, 1985  
CSC MTG.

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