

Bus Driver Tompkins County

Department: Various school districts throughout Tompkins County

Classification: Non-competitive

Labor Grade: 0

Approved: 0

Revised: 5/21/76; 3/93; 12/04; 01/06

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Two years experience in the operation of a motor vehicle.

SPECIAL REQUIREMENTS:

(a) Appointees will be required to possess a New York State Class D operator's license at the time of application, obtain a CDL Class B permit within 90 days of appointment and complete all training and obtain a New York State CDL Class B license prior to the end of the one year probationary period. The employee must have the CDL-B license in their possession before they can transport passengers. New federal regulations require that, on or after October 1, 2005, school bus drivers with a NYS commercial driver license (CDL) must have a new "S" (school bus) endorsement. The "S" endorsement will be required to drive specific types of school buses. The license must be kept current and valid for the duration of employment.

(b) Applicants must satisfy requirements of Bus Drivers set forth in the rules and regulation of the New York State Commissioner of Education.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

NOTE: It is the responsibility of the School District or Municipality to ensure that Bus Drivers meet the criteria specified in (a) and (b) above.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class operates a school bus on an assigned route and may perform minor maintenance tasks in connection with such operation. This is a manual work of average difficulty requiring skill in the operation of a large automotive vehicle. The operator is responsible for the safety of the children transported. The work is performed under the general supervision of the Supervisor of Transportation, Head Bus Driver or Automotive Mechanic. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Operates a school bus on a regular schedule or on special occasions;
Checks safety equipment and operating condition of bus before starting trip;
Instructs or informs students concerning safety practices when entering, riding in, or leaving bus;
Maintains orderly conduct of students on bus;
May be required to sweep and maintain cleanliness of bus interior;
May be required to wash bus exterior and add gas and oil;
Reports any mechanical defects to immediate supervisor;
Contacts immediate supervisor immediately when major malfunction, flat tire or accident occurs;
May be required to maintain daily work sheet or related records.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices and traffic laws and regulations;
Ability to operate a bus under a variety of driving and road conditions;
Ability to understand and follow simple oral and written directions;
Ability to get along well with others and command the respect of children and adolescents;
Mechanical aptitude, mental alertness, and dependability;
Good moral character;
Good physical condition.

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