

Jurisdiction: Cortland County Schools  
Jurisdictional Class: Non-competitive  
Adopted: 1/1/77  
Amended: 8/12/02; 1/11/24

## **BUS DRIVER**

### **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:** (Illustrative only)

Operates a bus on a regular schedule or on special occasions;  
Checks the operating condition of the bus before starting on a trip;  
Reports any operational defect to immediate supervisor;  
Informs children about safety practices;  
Maintains orderly conduct of children on bus;  
Keeps interior and exterior of vehicle clean and neat;  
Performs a post-trip inspection, which includes checking for students;  
Maintains records of mileage, routes, times and incidents;  
Prepares and maintains maps of routes and pick-up points;  
May operate a station wagon or other similar vehicle;  
May perform minor maintenance tasks on the vehicle.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of driving safety practices, traffic laws and regulations;  
Good knowledge of the geography of the area served;  
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.

### **MINIMUM QUALIFICATIONS:**

Eligibility for the appropriate level NYS driver's license and applicable endorsement/certifications at the time of application. Possession of license and applicable endorsements/certifications at time of appointment or within a prescribed time period.