

## **BUS DRIVER - NC**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the operation of a school bus or mini-van on an assigned route to transport students. In addition, a Bus Driver is expected to perform minor maintenance tasks on vehicles to which he or she is assigned as well as to ensure the safety and proper conduct of students boarding, riding, and departing from the bus. The work is performed under the general supervision of a higher level administrator or other official permitting leeway in carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Operates a school bus or mini-van 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;

Maintains records of mileage, routes, and times, and incidents;

Prepares and maintains maps of routes and pick-up points;

May be required to operate a station wagon or other similar vehicle;

May prepare incident and conduct reports on children riding bus;

May assist disabled or other special needs students on and off the bus;

May be required to perform minor maintenance tasks on the vehicle.

### **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 all driving and road conditions;

Ability to understand and follow simple oral and written directions;

Ability to get along well with children and command their respect;

Mental alertness;

Dependability;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a valid New York State driver's license appropriate to the vehicles operated.

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