

## **BUS DRIVER - BUS DRIVER TRAINER**

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

This is a specialized position in the bus driver series with the additional duty of training new employees so that they may obtain their Commercial Drivers License. The incumbent operates a school bus when necessary, and also performs certain manual tasks associated with cleaning and minor maintenance of the vehicles. In addition, the incumbent may assist in performing routine administrative tasks in some districts. The work is performed under the general supervision of a higher level employee.

### **TYPICAL WORK ACTIVITIES:**

1. Trains employees in the operation of a school bus so they may obtain their Commercial Drivers License;
2. Maintains daily evaluation records on a trainee's performance;
3. Operates a school bus on a regular schedule and/or on special occasions;
4. Checks the operating condition of the bus before starting on a trip;
5. Reports any mechanical defect to immediate superior;
6. Checks and fills vehicle with fuel;
7. Instructs or informs students on safety practices when entering and/or leaving bus;
8. Maintains orderly conduct of students while on bus;
9. May assist in routine administrative tasks such as inputting or recording data, maintaining records or working on bus run schedules;
10. May operate a radio system to dispatch or reroute buses;
11. May clean interior and exterior of assigned vehicle;
12. May be required to perform minor maintenance tasks on the vehicle;
13. May be required to administer first aid to students or adult passengers injured on bus;
14. May install and remove tire chains when necessary;
15. Does related work as required.

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

Good knowledge of driving safety practices and traffic laws and regulations; good knowledge of practices and procedures involved in training others to obtain their Commercial Drivers License; ability to evaluate and keep records on a trainee's progress; ability to operate a bus under all driving and road conditions; ability to make minor repairs to the vehicle; ability to communicate, both orally and in writing; ability to get along well with others and to command their respect; ability to perform routine administrative tasks as assigned; ability to operate a 2-way radio; mechanical aptitude; mental alertness; dependability; patience; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Candidates must meet the following requirements:

1. Eligibility for the appropriate level Commercial Driver's License with a "P" (passenger) endorsement at the time of application. Possession of license at time of appointment.
2. Must be certified to train under Article 19A of the Vehicle and Traffic Law.

**NOTE:** All school district drivers must be at least 21 years of age. In addition, must satisfy the requirements for school bus driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

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