

BUS DRIVER TRAINEE (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This work involves shadowing the Bus Driver to become orientated with features and procedures of the bus including sitting at the controls while under close supervision of a licensed Bus Driver and train in a classroom setting. The incumbent will learn basic functions of a bus driver without student passengers. A Bus Driver Trainee is required to ride along with Bus Drivers on regular runs and or special events to learn routes and observe how the drivers interact with students. Incumbents must also learn and be able to follow established procedures in the event of emergencies on emergency communication equipment to ensure the safety and wellbeing of student passengers. The Bus Driver Trainee must also learn rules and procedures for driving extracurricular runs outside of the school day. As a trainee, the incumbent will not be driving a bus with any student passengers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Observes a school bus on a regular schedule or on special occasions;
Participate in on-road training.
Obeys traffic laws, school transportation rules, regulations, policies and procedures;
Checks the operating condition of the bus before starting on a trip and after returning;
Informs children about safety practices;
Maintains orderly conduct of children on bus;
May maintain radio contact with transportation base during runs;
Keeps interior and exterior of vehicle clean and neat;
May be required to perform minor maintenance tasks on the vehicle;
May assist in maintaining records of mileage, routes, times and incidents;
May report any operational defects to immediate supervisor.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practice, vehicle and traffic laws and regulations; ability to make minor repairs to vehicle; ability to understand and follow simple oral and written directions; communicate clearly; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; dependability; ability to operate a bus under difficult driving and road conditions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS: Possession of a valid appropriate level New York State Driver License with valid School Bus permit. Drivers must be at least 21 years of age.

NOTE: Any incumbent who is required to possess a CDL must also meet all the qualifications as stated in the NYS Vehicle & Traffic Law, Article 19-A. In addition, candidates would be eligible to apply for a Bus Driver position after attaining the appropriate level New York State Bus Driver License and must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

Approved 11/27/18 – Competitive Revised 1/3/19, 9/23/21
Non-Competitive Class adopted 7/2/19