

DRIVER (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This position is for a seven (7) passenger or less vehicle. The position involves skilled work and responsibility for the safe and efficient transportation of students. The operator is responsible for the safety and conduct of the children who are passengers. Work is performed in accordance with the rules and regulations of the department as well as all Motor Vehicle and Traffic Laws to ensure safe operation of the vehicle, and of any passengers. The incumbent of this position may be required to operate several different types of motor vehicle, including passenger car, van, minivan or small truck. Work is performed under general supervision. Supervision of others is not a function of this position. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Operates an automobile, van, minivan or small truck on a regular schedule or on special occasions or events;
Transport students on a regular scheduled basis or unscheduled special trip to and from designated destinations;
Assist students in the proper use of a seatbelt and ensure safety while in the vehicle;
Check operating condition of the vehicle before starting on a trip and after returning;
May be required to perform minor maintenance tasks on the vehicle when necessary;
Report any vehicle operational defect to immediate supervisor;
May operate a two way radio to report possible emergencies;
Maintains orderly conduct of children while in vehicle;
Reports student behavior problems to the appropriate authority;
Keep interior and exterior of vehicle clean and neat;
Maintain records of mileage, routes, times and incidents;
May prepare and maintain maps of routes and pick-up points;
May train new and/or substitute drivers;
Performs a variety of related activities as required.

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 practices and traffic laws and regulations; demonstrated skill in operating a passenger vehicle, van, minivan or small truck under difficult 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; mechanical aptitude; mental alertness; dependability.

MINIMUM QUALIFICATIONS: Possession of a valid appropriate level New York State CDL Class C Driver License with a Passenger Endorsement. 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.

Adopted 3/26/18

Competitive Non-Competitive Class Adopted 1/4/19