

Civil Division: Sauquoit Valley Central School District;
Westmoreland Central School District
Jurisdictional Class: Pending Jurisdictional Classification
EEO Category: Service/Maintenance
Adopted: 10/01/15

BUS DRIVER/TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for operating a bus in accordance with a schedule and for relieving school teachers of that part of their duties, while related to the teaching process, can be performed by non-professional personnel. The work is performed under direct supervision of the department head, immediate supervisor or other official and under general supervision of the building principals. Supervision over the work of others is not a responsibility of employees in this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Transports passengers while operating the bus in a safe and responsible manner;
Cleans interior and exterior of vehicle to maintain cleanliness and neatness;
Performs minor preventative maintenance or other maintenance activities, as required;
Keeps record of daily mileage, times, and incidents when operating vehicles;
Assists in setting up classroom equipment for various classroom activities;
Proctors and otherwise helps to conduct examinations;
Works with individuals or small groups to review progress in remedial reading, mathematics comprehension, spelling and other subjects;
Occasionally oversees class when teacher is out of the room;
Assists teachers with study hall, corridor, lunchroom and other monitorial duties;
Fills out, copies or types reports, etc. from various rough drafts;
Assists in routine classroom housekeeping chores;
Attends staff and training meetings and sessions;
May be assigned to assist special education students in accordance with each student's Individual Education Program (IEP).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of safe driving practices and traffic laws & regulations; ability to efficiently operate a bus under all driving conditions; ability to work well with students, peers, co-workers, and others with minimal supervision; ability to understand and complete written and oral directions efficiently and effectively; ability to communicate oral and written directions; ability to complete records, forms and reports; efficient reading, writing and mathematical skills to complete related tasks; an understanding of the school environment.

continued...

BUS DRIVER/TEACHER AIDE

page two

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

ADDITIONAL QUALIFICATIONS: In accordance with New York State Vehicle and Traffic Law, Article 19-A, § 509-b. Qualifications of bus drivers. Notwithstanding any other provision of law, a person shall be qualified to operate a bus only if such person:

- (1) is at least eighteen years old;
- (2) has been issued a currently valid driver's license or permit which is valid for the operation of the bus in this state;
- (3) has passed the bus driver physical examination administered pursuant to regulations established by the commissioner; and
- (4) is not disqualified to drive a motor vehicle pursuant to section five hundred nine-c or any other provision of this article.

SPECIAL REQUIREMENT: Applicants must be able to maintain eligibility and certification under New York State Department of Motor Vehicles Article 19A of the Vehicle and Traffic Law. In addition, candidates may be required to complete or present proof of Basic First Aid and CPR courses during the probationary period following appointment.

Adopted: 10/01/15