

Jurisdictional Class: Non-Competitive for Schools ONLY
EEO Category: Service/Maintenance
Revised: 10/07/2019

BUS DRIVER - LABORER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for the safe transportation of school children on an assigned bus route. The incumbent performs routine manual work involving responsibility for assisting in various maintenance operations. The work is performed under general supervision in accordance with established policies and procedures, but allows some leeway for independent judgment. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only)

Operates a school bus on a regular schedule or on special occasions;
Loads and unloads trucks, excavates and backfills for new construction and repairs;
Collects and disposes of rubbish;
Performs unskilled work in connection with painting and maintenance;
Digs and refills trenches for water and sewer pipelines;
Works on refuse collection route, lifting cans from curb to truck, or emptying cans in truck;
Cuts grass, trims shrubs, rakes leaves, spades flower beds and assists in ground maintenance activities;
Oversees and participates in ash dumping, dump cleaning and leveling;
Performs general building and grounds cleaning tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of a bus and of traffic safety practices and regulations; willingness to perform routine manual work; ability to lift heavy weights; willingness to work under all weather conditions; physical endurance; dependability; good moral character; mechanical aptitude; mental alertness.

MINIMUM QUALIFICATIONS: None

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 twenty-one years old (at least eighteen years old, with restrictions – no interstate commerce, cannot transport hazardous materials, and cannot operate a school bus);
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.

NOTE: 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.

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DISTRICTS PLEASE NOTE: If you experience difficulty in recruiting fully qualified drivers, i.e., individuals with a CDL, you may hire individuals with a CDL learner's permit and establish a formal, in-house training program geared toward preparing these drivers to take and to pass the road test to obtain the appropriate license. The training program must be successfully completed within six (6) months, and the appropriate license must be obtained before the individual drives a school bus with students or is assigned a regular bus route.

Adopted: 1980's

Revised: 06/12/1992, 03/03/1997, 09/04/2007; 10/07/2019