

Jurisdictional Class: Non Competitive for New Hartford Central School District
and Waterville Central School District Only
EEO Category: Service/Maintenance
Revised: 01/21/2020

BUS DRIVER – SCHOOL MONITOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for the safe transportation of school children on an assigned route, following New York State Department of Transportation guidelines and regulations. The incumbent will also oversee students and maintain order in corridors, locker rooms, as passengers on school district buses, and in other designated school buildings and areas. The work is performed under the direct supervision of the Transportation Supervisor and under the general supervision of the building principal in accordance with established policies and procedures. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only)

Operates a school bus on an assigned route;
Ensures the safety and proper conduct of passengers;
Oversees students and maintains order in designated rooms and areas of the school premises, including recreational and lunch times;
Maintains related clerical records as required;
Fuels vehicles and performs minor vehicle maintenance and cleaning;
Assists children in lower grades with wearing apparel;
May be responsible for security procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of safe driving practices, the operation of a bus and of traffic safety practices and regulations; ability to operate a bus or mini-van under all driving and road conditions; mental alertness; dependability; good moral character.

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.

SPECIAL REQUIREMENT for those who act as a monitor on school district buses: Applicant must maintain eligibility and certification under the Board of Regents adopted regulations establishing qualifications, testing and training for all school bus monitors and attendants, effective as of July 1, 2003.

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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.

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: 06/06/2016
Revised: 03/22/2018; 10/07/2019; 01/21/2020