

Jurisdictional Class: Competitive
Non-Competitive for School District Service Only
EEO Category: Service/Maintenance
Revised: 09/29/2025

BUS DRIVER–MOTOR VEHICLE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for the safe and economical operation of a bus, mini-van, automobile, station wagon and/or light delivery truck on a regular schedule or on special occasions. The incumbent performs minor maintenance tasks on vehicles to which he or she is assigned, as well as ensures the safety and proper conduct of passengers boarding, riding and departing from a bus or minivan. The work is performed under the general supervision of the Assistant Transportation Supervisor and under the administrative supervision of the School Business Administrator, with permitted leeway in carrying out the details of the work. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Picks up and transports equipment, messages, supplies, materials and/or passengers to designated locations;
Checks the operating condition of the bus, van or motor vehicle before starting on a trip;
Reports any operational defect to immediate superior;
Keeps interior and exterior of vehicle clean and neat;
Maintains records of mileage, routes, times, incidents and other basic clerical records related to the work;
Attends staff and training meetings/sessions;
May be required to perform minor maintenance tasks and to gas vehicles.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of driving safety practices and area traffic laws and regulations; ability to operate a bus, a multi-passenger van, an automobile and/or light delivery truck under all driving and road conditions; ability to understand and follow simple oral and written directions; ability to get along well with others; mental alertness; dependability.

MINIMUM QUALIFICATIONS: One (1) year of experience in the operation of a light-motor vehicle, such as a car, pick-up, panel truck, or station wagon.

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.

Continued...

SPECIAL REQUIREMENTS:

1. 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.
2. In required by agency, candidates will be required to complete or present proof of Basic First Aid and CPR courses during the probationary period following appointment.

NOTES:

1. If an agency is having trouble in recruiting fully qualified drivers, i.e., individuals with a CDL, an agency 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.
2. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 01/26/2017

Revised: 03/22/2018, 10/07/2019, 09/29/2025

Non-Competitive classification approved for ALL School District Service (#2025-018 – NYSCSC 09/10/2025 and NYSDOS 09/29/2025)

Oneida County Civil Service