

Jurisdictional Class: Pending Jurisdictional Classification for Whitesboro Central School District Only
EEO Category: Service/Maintenance
Adopted: 11/12/2019

BUS DRIVER-CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for the operation of a bus or mini-van on an assigned route and for performing repetitive and routine clerical tasks in the transportation office. In addition, the incumbent is expected to perform minor maintenance tasks on vehicles to which he or she is assigned, as well as, to ensure the safety and proper conduct of passengers boarding, riding and departing from the bus. The work is performed under the general supervision of the department head, immediate supervisor or other official, permitting leeway in carrying out the details of the work. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a bus or mini-van on a regular schedule or on special occasions, picking up and transporting passengers to designated locations;
Checks the operating condition of the van or bus before starting on a trip;
Reports any operational defect to immediate superior;
Encourages passengers to utilize seat belts;
Assists elderly passengers in getting on and off vehicle;
Keeps interior and exterior of vehicle clean and neat;
Maintains records of mileage, routes, times and incidents;
Prepares and maintains maps of routes and pick-up points;
Attends staff and training meetings and sessions;
Sorts, copies, and files a variety of information;
Enters or retrieves information from a computer terminal;
May compile and maintain files, statistics and other information for reports;
May apply first aid and/or CPR techniques in an emergency with passengers;
May be required to perform minor maintenance tasks and gas vehicle.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus or multi-passenger van under all driving and road conditions; ability to locate documents in computer files and to keep accurate records; ability to understand and follow simple oral and written directions; ability to get along well with the elderly and others; mental alertness; dependability.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of high school equivalency diploma;
OR
- (B) Two (2) years of clerical experience.

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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.

NOTES:

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. In addition, candidates may be required to complete or present proof of Basic First Aid and CPR courses during the probationary period following appointment.
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

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.

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