



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **SCHOOL BUS DRIVER TRAINEE**
Jurisdictional Class: Non-Competitive
Civil Division: County Schools
Adoption: CSM 01/12/2000
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This work involves shadowing the School Bus Driver to become oriented with features of the bus including sitting at the controls and, under close supervision of the Transportation Supervisor and School Bus Driver, do basic functions of a School Bus Driver in an area with no traffic, e.g. parking lot. A School Bus Driver Trainee is required to ride with School Bus Drivers on regular runs to learn routes and observe how the drivers interact with students: evacuation drills; emergency procedures; CODE system. Encumbents must learn and be able to follow established procedures in the event of emergencies on emergency communication equipment; ensure safety and well being of student passengers. Encumbents must learn the rules and procedures for driving extracurricular runs outside of the school day. Must be familiar with the seating charts and attendance list current for each run and available in the event of an accident.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a school bus on a regular schedule or on special occasions;
Checks the operating conditions of the bus before starting on a trip;
Reports any operational defect to immediate supervisor;
Informs children about safety practices;
Maintains record of mileage, routes, times and incidents;
Prepares and maintains maps of routes and pick-up points;
May be required to operate a station wagon or other similar vehicle;
May be required to perform minor maintenance tasks on the vehicles.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices and traffic laws and regulations;
Ability to operate bus under difficult driving and road conditions;
Ability to make minor repairs to the vehicle;
Ability to understand and follow simple oral and written directions;
Ability to get along well with children and command their respect;
Mechanical aptitude.

MINIMUM QUALIFICATIONS:

Possession of a valid New York State Driver's License at the time of appointment. Must be at least 21 years of age.

NOTE; Candidates would be eligible to apply for Bus Driver position after attaining the appropriate level New York State Driver's License.