



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

JOB SPECIFICATION

Civil Service Title:	SENIOR SCHOOL BUS DRIVER
Jurisdictional Class:	Non-Competitive (Approved NYSCSC 12/11/06)
Civil Division:	County Schools
Adoption:	CSM 04/12/06
Revised:	CSM 04/11/07

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting a Transportation Supervisor or Head Bus Driver in managing the safe and efficient operation of buses in a school district transportation system. The Senior Bus Driver operates school buses, assigns routes and may certify and train new bus drivers. The work is performed under the direct supervision of the Transportation Supervisor or Head Bus Driver. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a school bus either on an assigned route or as needed;
Checks the operating condition of the bus before starting on a trip;
Informs children about safety practices;
Maintains orderly conduct of children on bus;
Arranges special trips including those for athletic teams;
Assists in the preparation of bus routes and schedules;
Compiles, tracks and updates information regarding bus drivers' training requirements;
May provide training to new bus drivers;
May administer road tests and written tests to bus drivers;
Assists supervisor in the maintenance of personnel records and time records for payroll purposes;
May assist supervisor with preparing transportation budget estimates and making recommendations;
Prepares a variety of written reports;
May assign drivers to regular and special field trips.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices and traffic laws and regulations;
Good knowledge of the geography of the district;
Ability to operate a school bus under difficult driving and road conditions;
Ability to get along well with children and command their respect;
Ability to plan and lead the work of others;
Ability to keep and maintain records and reports;
Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

Two years experience in the operation of a bus or other large automotive equipment.

SPECIAL REQUIREMENT:

Eligibility for the appropriate level New York State Driver's License to operate school buses at the time of application. Possession of the appropriate Driver's License at the time of appointment and throughout employment.

Note: If the position involves examination of School Bus Drivers, in accordance with Section 6/16 of the Regulations of the Commissioner of Motor Vehicles and Article 19A of the Vehicle and Traffic Law, candidates must possess certification as an examiner issued by the New York State Department of Motor Vehicles at the time of appointment and maintain certification throughout employment.