

BUS DRIVER - SCHOOL COURIER

DISTINGUISHING FEATURES OF THE CLASS:

This is manual work of average difficulty requiring skill in the operation of an automotive vehicle used to transport students and/or passengers. The operator is responsible for the safety and conduct of the passengers. In addition, this position involves responsibility for the loading and safe delivery of a variety of supplies, mail and equipment by means of an automobile, van or small truck. A Bus Driver-School Courier will transport money and checks between the central office, schools and banks and will be held responsible for losses incurred while funds are in their possession. The incumbent will also be required to perform simple cleaning jobs as needed. Work is performed under general supervision.

TYPICAL WORK ACTIVITIES:

1. Operates a school bus on a regular schedule and/or on special occasions;
2. Operates a light motor vehicle to deliver a wide variety of school supplies;
3. Checks the operating condition of vehicle before use and reports any mechanical defects to the immediate supervisor;
4. Loads and delivers cafeteria food from main kitchen to satellite schools;
5. Sorts and delivers mail and packages to schools;
6. Picks up and delivers school lunch monies, audio-visual equipment, supplies and/or related material;
7. Performs preventative maintenance and minor cleaning on transport vehicle;
8. Instructs or informs passengers about safety practices when entering and/or leaving bus;
9. Performs simple cleaning tasks such as dusting, sweeping, mopping, etc;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under all driving and road conditions; ability to make minor repairs to the vehicle; ability to perform minor maintenance and cleaning activities; ability to understand and follow simple oral and written directions; ability to manually load and carry usual supplies and equipment to be transported; ability to get along well with others; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Eligibility for the appropriate level New York State Driver's License at the time of application.
Possession of license at time of appointment.

NOTE: In School Districts, drivers must be at least 21 years of age. In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

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ADOPTED: 10/30/86