

BUS DRIVER-MESSENGER
(Greenburgh #5, Bedford #1)

GENERAL STATEMENT OF DUTIES: Drives a school bus on an assigned route and delivers mail, records, packages, etc. to points both within and outside a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a combination position involving over half-time performing messenger duties and the remaining time as a bus driver. This is manual work of average difficulty requiring skill in the operation of a large automotive vehicle. The operator is responsible for the safety and conduct of the children who are passengers. The work is performed under general supervision with considerable leeway allowed the operator in carrying out the details of the work.

EXAMPLES OF WORK: (Illustrative Only)

Procures, loads and delivers district supplies, equipment, parts, etc. as directed;

Sorts and delivers incoming district mail and packages;

Keeps simple record of items received and delivered;

Operates a school bus on a regular schedule and on special occasions, as needed;

Checks the operating condition of the bus before starting on a trip;

Reports any operational defect to immediate superior;

Informs children about safety practices;

Maintains orderly conduct of children on bus;

Keeps interior and exterior of vehicle clean and neat;

Maintains records of mileage, routes, time 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 vehicle.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a 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; mental alertness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None.

SPECIAL REQUIREMENTS: (1) Possession of the appropriate New York State Driver's License to operate a school bus, issued by the New York State Department of Motor Vehicles at time of appointment; **(See Special Note below)** (2) Drivers must be at least twenty-one (21) years of age.

SPECIAL NOTE: In addition, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.

New federal regulations require that, on or after October 1, 2005, a school bus driver with a New York State commercial driver license (CDL) must have a new "S" (school bus) endorsement.

When the term "school bus" is used, the term is defined as a vehicle that is defined in Section 142 of the NYS Vehicle and Traffic Law (see below) and the school bus has a seating capacity of 16 or more adults (which includes the driver) or the school bus has a gross vehicle weight rating (GVWR) of more than 26,000 lbs.

Section 142 of the NYS Vehicle and Traffic Law: 142. School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.