

SCHOOL BUS SAFETY COORDINATOR/BUS DRIVER  
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Monitors the daily on the road performance of the bus drivers; drives a school bus, as needed; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Supervisor of Transportation this position is responsible for monitoring the daily on the road performance of the bus drivers serving BOCES #2 and its component school districts in order to achieve a higher degree of safety in school transportation operations. Further, incumbent makes presentations to students in grades K-6 to instruct them in school bus safety. Incumbent also assists the Supervisor of Transportation in conducting defensive driving classes for both students and the general public. Incumbent will also drive a bus if needed.

EXAMPLES OF WORK: (Illustrative Only)

Operates a school district vehicle (designated as the Pupil Transportation Safety car) on a daily basis in order to monitor the daily on the road activities of school bus drivers;

Makes presentations, in an assembly format, to students grades K-6 to provide instruction in school bus safety using a curriculum provided by the New York State Department of Education;

Assists bus drivers on the road in the event of a mechanical breakdown;

Assists bus drivers in resolving behavioral problems of student passengers in order to maintain safe driving conditions on the bus;

Investigates accidents involving school buses;

Drives a school bus and makes special trips, as required;

Instructs both students and the general public in defensive driving techniques through defensive driving classes;

Prepares simple reports on driver activities on a monthly basis or as required by district policy;

Will dispatch buses, if needed;

Follows up on and responds to complaints, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of the bus operations in a school district; good knowledge of driving safety practices and traffic laws and regulations; good knowledge of the roads and bus routes in the school district; ability to understand, interpret and transmit instructions to subordinate personnel; ability to communicate effectively both orally and in writing; ability to get along well with children and command their respect; dependability; mental alertness; good judgment, physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Two years of experience as a bus driver.

SPECIAL REQUIREMENT: 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.

Special Note: In order to drive a school bus, incumbents 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.