



Seneca County
Personnel Department

1 DI PRONIO DRIVE
WATERLOO, NEW YORK 13165

Kathy Corona
Personnel Officer

JoLyn Yochum
Personnel Technician

Tel: 315-539-1710
Fax: 315-539-1658

TO: ALL APPLICANTS APPLYING FOR SCHOOL BUS DRIVER

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. When applying for this title, please indicate the jurisdiction(s) (Towns, Villages, Schools or Seneca County) that you wish your application to be sent on the online application.

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

SCHOOL BUS DRIVER GENERAL STATEMENT OF DUTIES:

Drives a school bus on an assigned route and may perform minor maintenance tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

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. The operator is allowed considerable leeway in carrying out the details of the work.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

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; good physical condition.

MINIMUM QUALIFICATIONS:

Eligibility for the appropriate level New York State Driver License at the time of application. Possession of license at time of appointment. All drivers of school transportation conveyances shall be at least 21 years of age. There is no maximum age for driving a school bus. This is true whether the driver is a new hire or an incumbent employee.