



*Seneca County*  
*Personnel Department*

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WATERLOO, NEW YORK 13165

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**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. You will need to indicate on your application the type of employment you are seeking (i.e. full-time, part-time, temporary, or substitute).

On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

**Please enter any of the following as your response:**

- Romulus Central School District (RCSD)
- Seneca Falls Central School District (SFCSD)
- South Seneca Central School District (SSCSD)
- Waterloo Central School District (WCSD)

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.

RESIDENCY: Candidates must have been legal residents of Seneca County (or one of the six contiguous counties) for one month preceding the date of application. Preference in appointment may be given to those residing in the specified school district for one month or longer.

**MINIMUM QUALIFICATIONS:** None.

**SPECIAL REQUIREMENTS:** (1) Possession of the appropriate license to operate a school bus (CDL), 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.

**NOTE:** Districts that experience difficulty in recruiting fully qualified drivers, (i.e., individuals with the CDL), may hire individuals with a CDL learner's permit and establish a formal, in-house training program geared toward preparing these drivers to take and pass the road test to obtain the appropriate license. The training program must be successfully completed and the appropriate license obtained before the individual drives a school bus with students or is assigned a regular bus route.

**SPECIAL NOTE:** In addition to the above special requirements, 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.

(continued)

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.

#### **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.