Herkimer County

# SENIOR BUS DRIVER

**GENERAL STATEMENT OF DUTIES:** Has responsible charge of the continuing operation of the school district buses and operates a bus on an assigned route; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve the responsibility for seeing that all school district buses are kept in good operating order and for driving a school bus over a regularly established route. Although this position does not require the actual performance of maintenance and repair tasks, the incumbent must possess at least a working knowledge of the automotive repair trade, since it is his responsibility to determine priorities, work assignments and extent of repair work to be done. The work is performed under general supervision in accordance with established policies and procedures. Supervision is exercised over all bus drivers.

**EXAMPLES OF WORK: (Illustrative only)**
-Keeps a continuing check on the maintenance and operation of all school district buses;
-Maintains trip records and prepares transportation reports including accident reports;
-Calls and assigns substitute drivers;
-Assists in the preparation of bus routes and schedules;
-Checks the operation and cleanliness of buses;
-Maintains records for payroll purposes;
-Operates a bus on an assigned route.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of the operation of buses; good knowledge of safety procedures and traffic laws and regulations; working knowledge of the standard automotive repair methods and the terminology and tools of the trade; ability to follow written and oral instructions; dependability; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Two years of experience in operating automotive equipment or any equivalent combination of training and experience.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for a Class II Chauffeur's license issued by the New York State Department of Motor Vehicles at the time of application for appointment. Possession of the license at the time of permanent appointment.
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**NOTE:** 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.

Non-Competitive Class