

SCHOOL BUS DRIVER/SCHOOL MONITOR

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 safe transportation of school children on an assigned bus route. Additionally, the work involves custodial care of groups of children in the maintenance of order and discipline within school buildings and on school playgrounds. Work is performed in accordance with established policies and procedures under general supervision of a supervisor or school administrator, with some leeway allowed for the exercise of independent judgment. Supervision is exercised over the conduct of student passengers as needed. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a school bus on a regular schedule or on special occasions;  
Changes oil, refills gasoline tanks, puts on chains, replaces tires and performs a variety of similar tasks;  
Maintains orderly conduct of children on bus;  
Maintains order and intercedes as necessary in school lunch rooms and/or auditoriums;  
Assigns tables in a school lunch room and sees that children eat and behave in an orderly fashion;  
Directs children in hallways between classrooms;  
Maintains order on playgrounds and may suggest games or planned use of time;  
Helps keep desks and tables clear and clean;  
May assist children on and off school buses;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good powers of observation; ability to understand and direct children; good knowledge of the operation of a bus and of traffic safety practices and regulations; familiarity with the various bus routes in the district and their stopping places for students; ability to understand and follow oral and written directions; ability to get along well with students and command their respect; working knowledge of first aid methods; courtesy and tact.

MINIMUM QUALIFICATIONS:

1. Must be at least twenty-one (21) years of age at time of appointment.
2. Eligibility for the appropriate level New York State Drivers License at the time of application; possession of the

appropriate level New York State Drivers License at time of appointment.

3. Must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioners of Education and Motor Vehicles.

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.