

BUS DRIVER-MESSENGER

DISTINGUISHING FEATURES OF THE CLASS: This is a combination position involving driving a school bus on an assigned route and delivering mail, records, packages, films and other materials to points both within and outside a school district. This is manual work of average difficulty requiring skill in the operation of a large automotive vehicle. Clerical work is limited to keeping related records. The operator is responsible for the safety and conduct of the children who are passengers. An incumbent may perform minor maintenance tasks on vehicles they operate. Work is performed under general supervision with considerable leeway allowed to the operator in carrying out the details of the work. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Operates an automobile, light truck or van to perform deliveries;

Picks up and delivers mail, records, films, packages, cartons, reports, and other materials on foot or by vehicle to offices/buildings both within and outside of the school district;

Sorts and delivers incoming district mail and packages;

Stamps and seals outgoing mail;

Transports food inventory and prepared lunches to schools within the district;

Delivers bank deposits;

Keeps record of items received and delivered;

Operates a school bus on a regular schedule and on special occasions, as needed;

Checks the operating condition of the bus before starting on a trip;

Reports any operational defect to immediate superior;

Informs children about safety practices;

Maintains orderly conduct of children on bus;

Keeps interior and exterior of vehicle clean and neat;

Maintains records of mileage, routes, time and incidents;

Prepares and maintains maps of routes and pick-up points;

May be required to perform minor maintenance tasks on a vehicle;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under difficult driving and road conditions; ability to operate a passenger vehicle; ability to make minor repairs to a vehicle; ability to understand and follow simple oral and written directions; ability to get along well with children and command their respect; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; mechanical aptitude; mental alertness; dependability; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) completion of two (2) years of high school or trade school or (b) two (2) years of work experience.

SPECIAL REQUIREMENTS: (1) Possession of the appropriate Driver's 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.) The appointing authority is responsible for verifying and ensuring that candidate meets these conditions throughout the course of employment; (2) Drivers must be at least twenty-one (21) years of age.

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.

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.

School Districts
J.C.: Non-Competitive
1d

Job Class Code: S436