

CLERK AND SCHOOL BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work which involves ordering, recording, tabulating or otherwise processing materials which are either repetitive, routine or require a number of relatively short sequential operations. Incumbents of this position also operate any motor vehicle defined as a school bus by the Vehicle and Traffic Law and used for the purpose of the transportation of pupils and/or others to or from school or school activities. Considerable aptitude in handling and helping certain passengers such as mentally, socially or physically handicapped children may be involved. In addition, incidental duties may be performed as assigned including the dispatching of drivers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides clerical assistance which may include the preparation of school bus routes and schedules;
Opens, sorts, distributes mail and indexes and files materials;
Fills requests for applications, forms, cards, etc., and answers routine questions for completing them;
Checks, matches and assembles related data for further processing;
Maintains and balances simple account of record-keeping entries;
Answers and places telephone calls and gives and requests routine information;
Operates a bus, station wagon or other passenger vehicle used as a school bus, on regularly scheduled runs, to random destinations, and/or to and from special events;
Checks bus to assure safe operation and use before each run;
Maintains order and discipline among passengers as necessary;
Operates a variety of office machines in the performance of clerical work, such as photocopy, calculator, fax machine, data entry, word processing, micro-computer, etc.;;
May dispatch school bus drivers including relief drivers;
May physically assist passengers in need of help including the securing of wheel chairs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of passenger vehicles; working knowledge of business arithmetic and English; demonstrated skill in operating a passenger vehicle used as a school bus; ability to understand and carry out simple oral and written directions; familiarity with the Vehicle and Traffic Law and regulations of the Commissioner of Motor Vehicles and Commissioner of Education as they pertain to pupil transportation; ability to file alphabetically and numerically; good physical condition as prescribed by the Commissioner of Education and/or the Commissioner of Motor Vehicles; good judgment and dependability.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of licensed driving experience.

NOTES:

1. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.
2. Drivers operating a vehicle with a gross vehicle weight rating (GVWR) of 26,000 lbs. or less shall be known as School Bus Driver I. Drivers operating a vehicle with a GVWR of more than 26,000 lbs. shall be known as School Bus Driver II.

(over)

3. The appointing authority shall have the responsibility for verification of the appropriate driver license for the vehicle(s) being operated.
4. The appointing authority shall also have the responsibility for additional driver requirements imposed by:
 - a) Article 19-A, Vehicle and Traffic Law as specified in Part 6 of the Regulations of the Commissioner of Motor Vehicles, and
 - b) Section 3624 of the Education Law as specified in Section 156.3 of the Regulations of the Commissioner of Education.

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Competitive

03.13.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.