

DEPARTMENT: SCHOOLS
CLASSIFICATION: NON-COMPETITIVE
APPROVED: JANUARY 14, 2021

BUS DRIVER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a training position in which the employee receives instruction on safe operation of a school bus with a capacity of over 15 passengers and a GVWR of 26,001 pounds or more. This instruction is both written and through operation of a school bus. The normal training period can be up to, or more than, thirty (30) days in duration, and the end result is obtaining a New York State Motor Vehicle Commercial Driver License (CDL) Class B with P (passenger) and S (school bus) endorsements and Air Brake, meeting all State requirements for a school bus driver. A trainee is given instruction on the need of safe operation and advised of all precautions required for protection of passengers and maintenance of the vehicle. Accompanied by a State certified bus driver trainer, the trainee operates a school bus with a capacity of over fifteen (15) persons a GVWR of 26,001 pounds or more. This training involves all situations which may occur in normal operation. Where applicable, all State rules pertaining to this training period will be applied. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Rides along with a licensed driver for hands on training purposes;
2. Start bus and check all equipment, tires, lights, emergency equipment and gauges; knowledge of under the hood engine components and their function;
3. While the bus is in motion, checks service brake and 50 ft. air brake or emergency brake;
4. Drives around on school property (parking lot, driveways, etc.), usually for first hour;
5. Practices on the road driving in isolated areas; practicing right and left turns (squared turns), driving up hill and downhill (proper air brake use), holding the bus on an incline, railroad tracks and school zone procedures;
6. Practices parallel parking; Practices turning bus around;
7. Practices in light city traffic, turning corners and getting feel of the bus in traffic (length and width of bus);
8. Clear understanding of size and proper handling of a bus with a GVWR of 26,001 pounds or more; have complete understanding of the weight, length and width of said vehicle;
9. Continue practice parking, driving on hills (proper air brake use), square right and left turns, turning around, railroad track procedures, school zone procedures, holding bus on incline and driving in heavy city traffic.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND 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 oral and written directions; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a valid New York State drivers license and eligibility for a New York State Motor Vehicle Commercial Driver License (CDL) Class B with P (passenger) and S (school bus) endorsements and Air Brake at time of appointment.

SPECIAL REQUIREMENT:

Candidates must satisfy the requirements for Bus Driver Trainee as set forth in the Rules and Regulations of the New York State Commissioner of Education and New York State Vehicle and Traffic Laws. Candidates must be able to pass the NYSED Physical Performance Test. Compliance is the responsibility of the appointing authority.