



**CIVIL DIVISON  
CLASS SPECIFICATION**

**Bus Driver-School Monitor**

DATE ADOPTED: 9/1/25

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is manual work of average difficulty requiring skill in the operation of an automotive vehicle used to transport students and/or passengers. The operator is responsible for the safety and conduct of the passengers. In addition, this position has assigned duties for the routine supervision and care of school-age children as well as the maintenance of order and discipline in a school during assigned periods of the day. The work is performed under general supervision with considerable leeway allowed to the operator for independent judgment in carrying out the details of the work.

**TYPICAL WORK ACTIVITES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Operates a school bus or other bus on regular schedule and/or on special occasions;
2. Checks the operating condition of the bus before starting on a trip including checking and filling vehicle with fuel and reports any mechanical defects to immediate supervisor;
3. Maintains orderly conduct of students or adult passengers while on bus and instructs about safety practices when entering and/or leaving bus;
4. Completes accident and vehicle maintenance reports;
5. May clean interior and exterior of assigned vehicle;
6. May be required to perform minor maintenance tasks on the vehicle including but not limited to installing and removing tire chains when necessary;
7. Patrols and maintains order in school lobbies, corridors, study halls, dining areas, gymnasiums, locker rooms, swimming pools and activity areas and checks storage rooms, lavatories, etc., for students reported missing from class;
8. Issues and checks passes;
9. Supervises and/or attempts to calm students removed from class for disciplinary reasons;
10. Intervenes in classroom confrontations and student fights and if necessary, may help subdue students whose conduct presents an actual danger to themselves or others;
11. Reminds students of infirmary visits and other appointments and escorts students to and from special appointments;
12. Informs superiors of observations of student behavior;
13. Oversees students passing between classes, in locker rooms and on premises before and after school and monitors students in parking lots and supervises the loading of buses;
14. May be assigned to accompany students to and from school to maintain order on buses;
15. May collect attendance reports;
16. May assist in rendering first aid in emergencies;
17. May help children in lower grades with wearing apparel.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of driving safety practices and traffic laws and regulations; Knowledge of accepted methods of first aid treatment in order to administer first aid; ability to operate a bus under all driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with students and/or adult passengers and command their respect; familiarity with



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classroom routine; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Possession of a valid appropriate level Driver License or Commercial Driver License at the time of appointment (varies by appointing authority).

**SPECIAL REQUIREMENT:**

1. In School Districts, drivers must be at least 21 years of age. 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. Where applicable, all candidates must meet the requirements for Bus Drivers set forth in the New York State Vehicle and Traffic Law and any other statutory requirements that apply.
2. Incumbents may be required to obtain certification in first-aid training.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION: Competitive (PJC)**

**REVISION HISTORY:**