

**Canandaigua City School District 2022 starting salary:  
\$13.20/hr**

**SCHOOL BUS DRIVER TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves shadowing the bus driver/trainer to become oriented with features of the bus, sitting at controls and, under close supervision of trainer, do basic functions of driver in an area with no traffic (i.e.; parking lot). A School Bus Driver Trainee is required to ride with drivers on regular runs to learn routes and observe how the drivers interact with students; evacuation drills; emergency procedures, CODE system, learn and be able to follow established procedures for accident avoidance; learn and be able to follow established procedures on emergency communication equipment; ensure safety and well-being of student passengers; rules and procedures for driving extracurricular runs outside of the school day; have seating chart and attendance list current for each run and available in the event of an accident.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Attends training to learn motor vehicle rules and regulations pertaining to school bus operation;  
Shadows licensed bus drivers and/or trainers;  
Sits at controls and under close supervision performs functions of a bus driver;  
Rides with drivers to learn routes;  
Learns and follows procedures for accident avoidance as well as procedures to follow in the event of an accident;  
Learns basic maintenance procedures;  
Learns to prepare and maintain basic bus routes and pick up routes.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND 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 simple oral and written directions; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; dependability.

**MINIMUM QUALIFICATIONS:**

1. Candidates must be at least 21 years of age, AND
2. Possession of a valid New York State Operator's license and maintenance of such license throughout the tenure of employment in the position.

**NOTE:** Candidates would be eligible to apply for a School Bus Driver position after retaining the appropriate level New York State Driver's License.

**NOTE:** Training period is for a maximum of three months only.

REVISED: 3/11/02, 4/9/19

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE