

**Victor Schools vacancy:
Starting rate: \$21.10/hr.**

SCHOOL TRANSPORTATION DRIVER

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, or higher, AND:

1. Possession of a valid Class C New York State Motor Vehicle Operator's license with appropriate restrictions and endorsements at the time of the appointment and maintenance of such license throughout the tenure of employment in the position (Per 8 NYCRR § 156.3(b)(4)); AND
2. Candidates must be at least 21 years of age at time of appointment (Per 8 NYCRR § 156.3(b)(2)).

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the safe transportation of students and/or school personnel in small, district-owned, leased, or contracted passenger vehicles used for school transportation purposes. The incumbent is responsible for maintaining safe vehicle operation, supervising student passengers, conducting routine vehicle safety inspections, and maintaining related records. This class differs from a School Bus Driver in that an incumbent operates smaller passenger vehicles which do not require a Commercial Driver License (CDL). The work is performed under the general supervision of a Transportation Supervisor, School Administrator, or other designated official with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates small passenger vehicles to transport students and/or school personnel to and from school, extracurricular activities, athletic events, field trips, appointments, and other authorized activities;
Conducts daily vehicle safety and operational inspections including checking tires, lights, fuel, oil, fluid levels, and general vehicle condition;
Reports mechanical defects, maintenance needs, accidents, or unsafe conditions to appropriate school personnel;
Maintains orderly conduct and appropriate behavior of student passengers;
Assists students to get in and out of the vehicle as necessary;
Ensures compliance with traffic laws, transportation regulations, and district policies and procedures;
Responds appropriately to emergencies and may administer basic first aid within the scope of training;
Conducts emergency evacuation drills and follows established emergency procedures;
Maintains records and logs relating to mileage, student counts, incidents, vehicle condition, and related activities and completes required reports;
Communicates transportation delays, accidents, incidents, or student behavioral concerns to appropriate school personnel;
May communicate with parents or guardians regarding student transportation matters;
Keeps assigned vehicle clean and orderly;
May transport students requiring specialized supervision or accommodations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of safe driving practices and traffic laws;
Good knowledge of practices involved in safely transporting students;
Ability to operate passenger vehicles safely and efficiently under varying road and weather conditions;
Ability to maintain orderly conduct among student passengers;
Ability to understand and follow oral and written instructions;

SCHOOL TRANSPORTATION DRIVER

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
(Continued)

Ability to respond appropriately in emergency situations;
Ability to maintain simple records;
Ability to communicate effectively with students, parents, and school personnel;
Dependability; Sound judgment; Tact;
Physical condition commensurate with the demands of the position.

APPROVED: JUNE 4, 2026

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE – Pending Jurisdictional Classification (PJC)
by NYS CSC

JURISDICTIONS: SCHOOL DISTRICTS

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES