

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 7617200

Bus Driver, Grade 8

Brief Description of Class

Bus Drivers drive full-sized passenger buses designed to transport 16 or more people, including the driver, on state facility grounds or over the road. Incumbents are responsible for the welfare and safety of their bus and passengers while on duty; and may post manifests and other records of goods and people transported in order to document safe delivery.

Distinguishing Characteristics

Bus Driver: acquisition of driving skills in the full-time operation of a full-sized passenger bus, as indicated by possession of a Class A or B license. Full-time operation constitutes performing the illustrative duties below for 75% or more of the total job.

Related Classes

Motor Vehicle Operators drive a variety of motor vehicles including automobiles, buses, trucks, and ambulances in order to transport people, material, and equipment as required.

Tractor Trailer Operators drive tractor trailers full-time on over-the-road and frequently multi-day trips. These employees must possess a valid Class A New York State Driver's License.

Tandem Tractor Trailer Operators drive tandem tractor trailers on over-the-road and frequently multi-day trips. These employees must possess a valid Class A New York State Driver's License and meet requirements of the New York State Thruway Authority for tandem trailer operation.

Positions which operate power driven mechanical equipment used in the maintenance and repair of highways and canals are classified as Maintenance Helper, Highway Equipment Operator, Construction Equipment Operator or Crane and Shovel

Operator depending on the type of equipment operated and the extent of involvement in such operation.

Positions primarily involved in activities in a variety of occupational areas such as agency security or law enforcement, mail and supply clerical work, building trades, grounds keeping, general maintenance and cleaning may operate motor vehicles for some portion of their work time.

Illustrative Tasks

Drives a full-sized passenger bus both on and off State property in order to transport people and material as required.

- May map routes, itineraries, and points of call.
- Supervises or personally performs the loading or unloading of personal property on buses.
- Posts manifests, inventories, and other records of goods and people transported.
- Keeps a written record of trips, mileages, stopovers, purchases of gasoline, oil and other materials, as well as bridge and road tolls.
- Reports apparent major malfunctions and needed repairs to appropriate supervisory or maintenance staff.

Performs routine maintenance of passenger buses to ensure that personnel and material are moved as required.

- Washes and cleans vehicles.
- Checks tires and inflates to proper pressures.
- Replaces windshield wiper blades.
- Checks adequacy of appropriate fluid levels for radiator, battery, and crankcase. Adds fluids as appropriate.
- Checks horn, directional lights, head, tail, parking, and emergency lights for proper operation. Replaces fuses or bulbs as appropriate.
- Checks proper operation of braking system. May add fluid to master cylinder as needed.

May operate communication equipment to monitor road, weather, and traffic conditions to insure safe and timely travel.

Minimum Qualifications

Non-Competitive: possess and maintain a valid Class A or B New York State commercial driver license (CDL). Appointees will also be required to obtain and maintain a "P" (passenger) endorsement and may also be required to obtain and maintain an "S" (school bus) endorsement based on assignment.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

7/2025

EXG