

<p>Civil Service Law: Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction, and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. (L. 1958, c790 S 1; amended L.1978, c99, S 1.)</p>		<p align="center"><b>SUFFOLK COUNTY</b>  <b>DEPARTMENT OF CIVIL SERVICE</b></p> <p align="center"><b>NEW POSITION DUTIES STATEMENT</b></p> <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this department.</p>	
<p>1. Office of Transportation  Sachem Central School District, 51 School Street Lake Ronkonkoma, NY 11779</p>			
<p>2. <b>DESCRIPTION OF DUTIES:</b> Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.</p>			
PERCENT OF WORK TIME	Bus Driver		
100%	<p><b><u>Duties and Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Must safely operate a bus along a predetermined and fixed route as assigned by the Transportation Office. Driver must stop along designated areas to pick up and drop off designated passengers.</li> <li>• Performs safety check on assigned bus to determine proper functioning of lights, brakes, heat controls, tires and overall general running condition. Immediately reports any and all concerns to the Transportation Office.</li> <li>• Maintains order and safety on the bus. Reports any and all concerns immediately to the building administrator and Transportation Office. Completes written reports and logs as necessary or as determined by district administration.</li> <li>• Maintains an atmosphere conducive and a positive culture conducive to the health and safety of all transported passengers. Maintains excellent relations with passengers, district employees, supervisors, district administrators and the community at large.</li> <li>• Inspects the bus at the end of the run to ensure that no passengers remain on the bus. The bus is to be swept, cleaned and secured at the end of the day.</li> </ul>		