

BUS DRIVER - MAINTENANCE LABORER

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents in this class drive a school bus part of the time and for the remainder of the time perform routine semi-skilled tasks in the maintenance of school district grounds. The vehicle operator is responsible for the safety and conduct of the passengers. During inclement weather and winter months, employees in this class are assigned custodial duties and/or a variety of routine maintenance and repair tasks inside the school buildings. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Operates a school bus or van on a regular schedule;

Checks the operating condition of the bus before starting on a trip and reports any operational defect to immediate superior;

Maintains orderly conduct of children on bus;

Keeps interior and exterior of vehicle clean and neat;

Maintains records of mileage, routes, time and incidents;

Performs semi-skilled manual work in grounds maintenance activities;

Operates a variety of grounds maintenance equipment;

Mows, rolls, reseeds and fertilizes lawns and athletic fields and prepares athletic fields for play;

Plants and cares for trees, shrubs and flowers;

Trims hedges, trees and shrubs;

Rakes leaves and hauls away rubbish;

Cleans gutters and catch basins;

Shovels or plows snow and ice from sidewalks and driveways;

Performs miscellaneous custodial and/or basic, routine maintenance and repair jobs inside school buildings during inclement weather and winter months.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operation of buses and other automotive equipment; good knowledge of driving safety practices and traffic laws and regulations; working knowledge of the accepted procedures and practices of grounds maintenance work; working knowledge of building cleaning practices, supplies and equipment and the ability to use them economically and efficiently; ability to understand and follow written and oral instructions; ability to operate a bus under difficult driving and road conditions; ability to make minor mechanical repairs; ability to get along with others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; dependability; mechanical

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (continued):
aptitude; mental alertness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: One (1) year of experience which involved grounds maintenance work.

SPECIAL REQUIREMENT: Drivers must be at least twenty-one (21) years of age and possess the appropriate license to operate a school bus, issued by the New York State Department of Motor Vehicles. It is the responsibility of the appointing authority to ensure that the candidate possesses a valid Driver's License and meets all of the requirements prescribed by the New York State Department of Motor Vehicles (see Special Note below) to operate a school bus at the time of appointment and throughout the course of employment.

SPECIAL NOTE: In addition, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.

New federal regulations require that, on or after October 1, 2005, a school bus driver with a New York State commercial driver license (CDL) must have a new "S" (school bus) endorsement.

When the term "school bus" is used, the term is defined as a vehicle that is defined in Section 142 of the NYS Vehicle and Traffic Law (see below) and the school bus has a seating capacity of 16 or more adults (which includes the driver) or the school bus has a gross vehicle weight rating (GVWR) of more than 26,000 lbs.

Section 142 of the NYS Vehicle and Traffic Law: 142. School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J.C.: Non-Competitive
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Job Class Code: S456