

BUS DRIVER-MAINTENANCE WORKER (TRANSPORTATION)

GENERAL STATEMENT OF DUTIES: Operates a school bus as a regular assignment; performs semi-skilled repair and maintenance work for the transportation department; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, operates a school bus and performs repair work in the maintenance and servicing of one or more components of a school bus in a district. The work can be either routine or of a semi-skilled nature requiring basic knowledge of the tools and methods used in repair. A Bus Driver-Maintenance Worker (Transportation) may be required to do highly skilled and technical installation, maintenance, or repair work under the direct supervision of a Mechanic or a higher level supervisor. Skills are usually acquired on the job. Work assignments result from both oral and written work orders. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Operates a school bus on a regular schedule;

Checks the operating condition of the bus before starting on a route;

Performs miscellaneous repair jobs in the vehicle such as puttying window frames, adjusting frames, repairing doors;

Performs repair jobs for the transportation department in the maintenance of an assigned area of the school bus, e.g. seat repair or communication/surveillance equipment;

Duties vary with given assignment, but may include:

Repairing and maintaining the seats of the vehicle; removing and replacing vinyl covering, frame, foam backs, etc;

Removing and replacing seat belts, shoulder harness, metal seat locks;

Installing and repairing two-way radios and antenna on vehicles;

Installing and maintaining wiring and cables of radios; repairing or replacing defective components using related service manuals;

Installing surveillance system on school bus including wiring, fuses and hardware;

Maintains inventory of equipment and supplies needed for repair;

Inspects vehicles on a regular schedule to insure compliance with Federal and State Regulations;

Operates a tow truck, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of driving safety and traffic laws and regulations; working knowledge of mechanical repair work, painting, carpentry, or communication equipment maintenance; efficiency in the use of hand tools and machine tools; ability to perform semi-skilled manual tasks without constant supervision; ability to learn mechanical skills and methods; ability to understand and carry out oral and written directions; ability to operate a school bus; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a high or trade school course or possession of a high school equivalency diploma and one (1) year of experience which must have included general maintenance and/or repair work; or (b) five (5) years of experience as indicated in (a) above; or (c) a satisfactory equivalent combination of the foregoing experience and training.

SPECIAL REQUIREMENTS: (1) Possession of the appropriate New York State Driver's License to operate a school bus, issued by the New York State Department of Motor Vehicles at the time of appointment; (See Special Note below) (2) Drivers must be at least twenty-one (21) years of age.

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.