

CHAUFFEUR-TRANSPORTATION CLERK
(Cortlandt #3)

GENERAL STATEMENT OF DUTIES: Operates an automotive vehicle carrying school children on an assigned route and, when not driving, performs office clerical work in the Transportation Office of the school district, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, operates an automotive vehicle with a seating capacity for less than 16 passengers on an assigned route. The operator is responsible for the safety and conduct of the children who are passengers. When not driving, the incumbent performs a variety of office clerical duties of average difficulty related to the functions of the Transportation Office. Work performed requires limited judgment and responsibility in carrying out prescribed procedures with no qualified typing work required.

EXAMPLES OF WORK:

Operates an automotive vehicle with a seating capacity for less than 16 passengers, carrying school children on a regular schedule or on special occasions;

Checks the operating condition of the vehicle before starting on a trip;

Instructs or informs children about safety practices when entering and leaving vehicle;

Maintains orderly conduct of children on vehicle;

Answers telephone and responds to inquiries regarding operations;

Prepares required documentation for billing purposes and prepares fuel usage bills for fire departments and state police;

Maintains attendance records for transportation personnel;

Maintains files on each vehicle – daily reports filed by drivers, repair work, etc.

Operates office equipment such as photocopier, fax machine, calculator;

Prepares office mailings by weighing and affixing postage;

Sorts and routes incoming mail;

Maintains all files for the Transportation Office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of driving safety practices and traffic laws and regulations; familiarity with office procedures, including use of simple office machines and filing systems; skill in posting to simple records, and in making simple arithmetical computations; ability to operate the vehicle under all driving and road conditions; ability to understand and follow simple oral and written directions; ability to get along well with children and command their respect; ability to manipulate an alphanumeric keyboard for purpose of operating automated recordkeeping system; physical condition commensurate with duties and responsibilities of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) months of general clerical experience; or b) completion of 30 credits at a recognized college or university, or c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid license for the operation of a vehicle with a seating capacity of 15 or less passengers.

SPECIAL NOTE: In addition to the above special requirements, candidates may be required to 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.