

HEAD BUS DRIVER-CUSTODIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Supervisor of Transportation, Director of School Facilities, or other higher level school district employee, the incumbent of this position oversees the day-to-day activities of the bus drivers in the school district, ensuring that the buses are clean and well maintained as well as operated in a safe and efficient manner. Incumbents may also drive a regular bus route and/or substitute for regular drivers on an as needed basis. Performance of minor repair and maintenance tasks, i.e., checking fluid levels, tire pressure, etc. is an aspect of this position. In addition to this oversight responsibility, the Head Bus Driver-Custodial Worker is involved in the efficient and economical performance of building cleaning. The incumbent exercises oversight responsibility over positions involved with building cleaning and student transportation (i.e.; Cleaners, Bus Drivers, Chauffeurs, etc.) Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists supervisor in assigning bus drivers and chauffeurs to routes; relays route assignments and other pertinent instructions to subordinate drivers;

Instructs bus drivers on the use/care of equipment in order to ensure driver compliance in such areas as bus cleanliness, proper street crossings, bus top locations and other related activities and trains new employees, as necessary;

Administers 19A testing of School Bus Drivers;

Functions as School Bus Driver instructor;

Inspects vehicles for cleanliness and appearance and may check basic fluids, such as oil, water, transmission fluid, window washer fluid, if required;

Maintains, simple records, such as mileage, gas consumption, maintenance records, attendance, etc.;

Drives a school bus and makes special trips, as required;

Sweeps, mops and waxes floors; washes walls and windows, dusts and performs other cleaning duties;

Dusts desks, woodwork, furniture and other equipment;

Cleans and mops lavatories and locker rooms and replaces soap or towels;

Empties wastebaskets and collects and disposes of refuse;

Moves and arranges chairs, tables and other furniture or equipment;

Assists with heavy work in kitchen and cafeteria;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Checks windows and doors to see that they are closed and locked when proper;

Performs a variety of errands and related custodial tasks;

May make minor repairs to furniture, electrical fixtures, windows and shades, locks, faucets, heating system and other equipment;

May undertake routine maintenance tasks related to building operating systems, i.e.; changing filters, etc.;

May perform groundskeeping activities such as cleaning snow, mowing lawns, raking leaves, trimming shrubs, and general grounds maintenance such as clearing litter and debris;

May assist in the planning of bus routes;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the transportation operations of the school district; good knowledge of the roads and transportation routes in the school district; working knowledge of building cleaning practices, supplies and equipment and the ability to use them economically and efficiently; familiarity with the operation and maintenance of heating systems; ability to make minor plumbing, electrical, carpentry, and mechanical repairs and perform a variety of routine maintenance tasks; ability to understand and carry out simple oral and written directions; willingness to perform custodial and other manual tasks; ability to operate a school bus; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; thoroughness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Three (3) years experience as a bus driver.

SPECIAL REQUIREMENTS: 1) Possession of a Commercial Driver's License (CDL), Class B with Passenger, School Bus and Airbrake Endorsements issued by the New York State Department of Motor Vehicles at time of appointment. 2) Must obtain and maintain New York State Education Department certification as a School Bus Driver instructor and 19A certification within two (2) years of appointment. The appointing authority is responsible for verifying and ensuring that the candidate meets this condition at time of appointment and throughout the course of their employment.

SPECIAL NOTE: In order to drive a school bus, the incumbent must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.

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.