

## STOCK CLERK - BUS DRIVER

GENERAL STATEMENT OF DUTIES: Receives, stores and disperses supplies and equipment and drives a school bus as a regular assignment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a combination position involving over half-time performing stock clerk duties and the remaining time as a bus driver. This work is performed under the supervision of the immediate superior in the area served.

EXAMPLES OF WORK: (Illustrative Only)

Receives, unloads and unpacks supplies and equipment;

Assembles orders and makes deliveries;

Sorts supplies in stockroom and places them on shelves or in bins;

Assists in taking physical inventory of stock;

Keeps simple receiving and shipping records;

Dusts shelves and sweeps storeroom;

Operates a school bus on a regular schedule;

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

Report any mechanical defect to immediate superior;

Instructs or informs children about safety practices when entering or leaving bus;

Maintains orderly conduct of children on bus;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs minor maintenance tasks on the vehicle, as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of storeroom methods and procedures; good knowledge of driving safety practices and traffic laws and regulations; ability to keep inventory records and make simple routine reports; ability to make simple arithmetic computations; ability to operate a bus under all driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple, oral and written directions; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; mechanical aptitude; mental alertness, dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) high school graduation or possession of an equivalency diploma and one year of experience involving the handling of stock and keeping records thereof; or (b) five years of work experience, one year of which must have involved the handling of stock and keeping records thereof; or (c) a satisfactory equivalent combination of the foregoing training and experience.

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 time of appointment; (2) Drivers must be at least twenty-one (21) years of age and not have reached their sixty-fifth (65) birthday.

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.

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.