

Jurisdictional Class: Competitive; Non-Competitive in Schools
Adopted: February 4, 1986
Revised: April 26, 2010

BUS DRIVER/CUSTODIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district and involves routine work requiring efficient performance of basic building cleaning tasks and the operation of a large automotive vehicle. The cleaning work of employees in this class involves only the thorough execution of tasks, which follow a well-established routine. The bus driving tasks involve skill in the operation of a large motor vehicle and responsibility for the safety and conduct of passengers. The work is performed under general supervision with considerable leeway in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Dusts chairs, tables, desks, and other furniture using hand and power cleaning tools and supplies;
Washes windows, walls, woodwork, water closets, tubs, and bowls;
Sweeps, mops, and washes floors;
Gathers and disposes of refuse;
Cleans and polishes furniture and brass;
Operates a school bus on a regular schedule or on special occasions;
Checks the operating condition of the bus before starting on a trip;
Reports any operational defect to immediate supervisor;
Informs children about safety practices;
Maintains orderly conduct of children on bus;
Keeps interior and exterior of vehicle clean and neat;
May be required to operate a station wagon or other similar vehicle;
May be required to perform minor maintenance tasks on the vehicle;
Maintains records of mileage, routes, times, and incidents;
Prepares and maintains maps of routes and pick-up points.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices, traffic laws and regulations;
Working knowledge of cleaning methods, materials and equipment;
Ability to operate a bus under difficult 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 children and command their respect;
Ability to read and write;
Mechanical aptitude;
Mental alertness.

MINIMUM QUALIFICATIONS: Eligibility for the appropriate level driver's license issued by the New York State Department of Motor Vehicles at time of application. Possession of the license is required at the time of appointment. Drivers must be at least 21 years of age.

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