

Civil Division: Schools
Jurisdictional Class: Non-Competitive
EEO Category: Service/Maintenance
Revised: 09/04/07

BUS DRIVER - CLEANER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for the safe transportation of school children on an assigned bus route. The incumbent performs routine manual work involving responsibility for both the efficient and economical performance of cleaning and the minor maintenance operations for school buildings and grounds. The work is performed under general supervision in accordance with established policies and procedures, but allows some leeway for the exercise of independent judgment. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a school bus on a regular schedule or on special occasions;
Changes oil, refills gasoline tanks, puts on chains, replaces tires, and performs a variety of similar tasks;
Maintains orderly conduct of children on bus;
Sweeps, mops and dusts floors, stairs and desks;
Washes windows, walls, blackboards, sinks and other fixtures;
Operates a coal or oil low-pressure heating system including firing and removing ashes;
Paints rooms and equipment, repairs furniture and makes minor plumbing, electrical and carpentry repairs;
Repairs window shades, replaces light bulbs, soap and towels;
Prepares and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of a bus and of traffic safety practices and regulations; good knowledge of building cleaning practices, supplies and equipment and ability to use them efficiently and economically; working knowledge of the operation and maintenance of oil and gas fired low-pressure or steam boiler equipment; ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine building maintenance tasks; ability to follow oral and written directions; thoroughness; mechanical aptitude; dependability; mental alertness.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

ADDITIONAL QUALIFICATIONS: In accordance with New York State Vehicle and Traffic Law, Article 19-A, § 509-b. Qualifications of bus drivers. Notwithstanding any other provision of law, a person shall be qualified to operate a bus only if such person:

- (1) is at least eighteen years old;
- (2) has been issued a currently valid driver's license or permit which is valid for the operation of the bus in this state;
- (3) has passed the bus driver physical examination administered pursuant to regulations established by the commissioner; and
- (4) is not disqualified to drive a motor vehicle pursuant to section five hundred nine-c or any other provision of this article.

SPECIAL REQUIREMENT: Applicants must be able to maintain eligibility and certification under New York State Department of Motor Vehicles Article 19A of the Vehicle and Traffic Law.

Adopted: 1980's
Revised: 06/03/92, 03/03/97, 09/04/07