

Civil Division: Schools
Jurisdiction Class: Competitive
Non-Competitive (part-time)
EEO Category: Service/Maintenance
Revised: 05/15/12

CUSTODIAN-BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This position involves manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks and for the operation of a large motor vehicle in the safe transportation of school children on an assigned bus route. Cleaning and maintenance tasks are performed according to a well established routine. An incumbent may be responsible for cleanliness and minor maintenance in a small school building or work under supervision of a higher ranking employee at a larger school. Supervision may be exercised over the work of cleaners or helpers. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Sweeps, mops and waxes floors, washes walls, windows and blackboards, cleans erasers, dusts and performs other cleaning duties;
Cleans and mops lavatories and locker rooms and replaces soap and towels;
Dusts desks, woodwork, furniture, and other equipment;
Operates a school bus on a regular schedule or on special occasions;
Makes minor repairs to furniture, electrical fixtures, windows and window shades, locks, faucets, heating system and other equipment;
Reports any vehicle operational defect to immediate superior;
Empties waste baskets, collects, and disposes of rubbish;
Mows lawns, trims shrubs, rakes leaves, removes snow and ice from walks and driveways and performs a variety of other grounds keeping tasks as assigned;
May operate an oil or gas fired low-pressure steam, hot water or hot air heating system;
May change oil, refill gasoline tanks, put on chains, replace tires and perform a variety of similar tasks on the school bus;
Receives, moves, and stores incoming school supplies;
Arranges chairs and tables and other equipment for special use of school building;
May be required to operate a station wagon or other similar vehicle;
Maintains orderly conduct of children on bus;
Maintains records of mileage, routes, times, and incidents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of driving safety practices, traffic laws and regulations; working knowledge of building cleaning practices, supplies and equipment, and ability to use them economically and efficiently; ability to acquire knowledge of the operation and maintenance of school building heating and ventilating equipment; ability to operate a bus under difficult driving and road conditions; 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; ability to get along well with others; willingness to perform custodial and other manual tasks.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; **OR**
- (B) One (1) year of experience in building cleaning or minor building maintenance activities; or other work of a similar nature.

SPECIAL REQUIREMENT: Possession of a valid New York State CDL Class A or B with school bus and passenger endorsements at time of appointment. This license must be maintained throughout appointment. Drivers must be at least 21 years of age.

NOTE: Verifiable part-time and/or volunteer experience as stated in (B) above will be pro-rated toward meeting full-time experience requirements.

PLEASE NOTE: Candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

Adopted: 1985

Revised: 12/18/87, 06/21/89, 07/14/94, 04/11/95, 05/24/96, 03/17/04, 04/20/11,
05/15/12