

Jurisdictional Class: Non-Competitive for Schools ONLY  
EEO Category: Skilled Craft  
Revised: 10/07/2019

## **AUTOMOTIVE MECHANIC-BUS DRIVER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in a school district and involves responsibility for the overhaul and repair of a wide variety of automotive equipment including school buses. It also requires the operation of a school bus on a regular run or on special occasions and involves responsibility for the safety and proper conduct of the children who are passengers. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Makes skilled repairs to gasoline and diesel motor equipment, including trucks, lawn mowers, and school buses;  
Repairs or replaces motor pumps, fuel pumps, generators, carburetors, and shock absorbers;  
Analyzes electronic ignition problems using computerized equipment;  
Repairs ignition systems, transmissions, brake systems, clutches, front and rear axles;  
Adjusts connecting rods and bearings;  
Adjusts steering mechanisms and aligns wheels;  
Makes minor welding repairs to automotive equipment;  
Greases engine and sets the timing;  
Attaches and removes snow plow blades and other auxiliary equipment;  
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 superior;  
Informs children about safety practices;  
Maintains orderly conducts 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;  
Maintains records of mileage, routes, times and incidents;  
Prepares and maintains maps of routes and pick-up points.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade; good motor and eye/hand coordination; manual dexterity; good knowledge of driving safety practices and traffic laws and regulations; ability to work from plans and specifications and to follow rough draft sketches and oral instructions; ability to make difficult repairs to heavy automotive equipment; ability to operate a bus under difficult driving and road conditions; ability to get along well with children; mental alertness; dependability.

### **MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** at least thirty (30) credit hours from a regionally accredited or New York State college, twelve (12) credits of which were in automotive technology courses; **OR**

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**MINIMUM QUALIFICATIONS (cont'd):**

- (B) Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a two-year NYS Certified BOCES Program in Automotive Technology; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience as a skilled automotive mechanic.

**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 twenty-one years old (at least eighteen years old, with restrictions – no interstate commerce, cannot transport hazardous materials, and cannot operate a school bus);
- 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 REQUIREMENTS FOR:**

**SAUQUOIT VALLEY CENTRAL SCHOOL DISTRICT**

- (A) Must obtain a valid New York State CDL with P & S Endorsements within six (6) months of appointment. License must remain valid throughout appointment.

**TOWN OF NEW HARTFORD, TOWN OF VIENNA, AND TOWN OF VERNON**

- (A) Possession of a valid New York State CDL at time of appointment. License must remain valid throughout appointment.
- (B) Must obtain a Class B CDL with air brake endorsement within six (6) months of appointment. License must remain valid throughout appointment.
- (C) Must possess valid NYS Motor Vehicle Inspection License at time of appointment. License must remain valid throughout appointment.

**ONEIDA COUNTY GOVERNMENT**

- (A) Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
- (B) Must obtain a valid NYS Motor Vehicle Inspection License within six (6) months of appointment. License must remain valid throughout appointment.

**NOTES:**

- 1. 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. In addition, candidates may be required to complete or present proof of Basic First Aid and CPR courses during the probationary period following appointment.

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**NOTES (cont'd):**

2. Verifiable part-time experience as described above will be pro-rated toward meeting full-time requirements.

**DISTRICTS PLEASE NOTE:** If you experience difficulty in recruiting fully qualified drivers, i.e., individuals with a CDL, you may hire individuals with a CDL learner's permit and establish a formal, in-house training program geared toward preparing these drivers to take and to pass the road test to obtain the appropriate license. The training program must be successfully completed within six (6) months, and the appropriate license must be obtained before the individual drives a school bus with students or is assigned a regular bus route.

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