

BUS DRIVER - CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS:

This work involves the operation of an automotive vehicle used to transport students and/or passengers, and the primary/secondary responsibility for building cleaning, operation and minor maintenance activities in a school.

During periods of primary responsibility, bus driving is not performed. During periods of secondary responsibility, regular assigned bus routes are driven and the incumbent is responsible for the safety and conduct of passengers. Any remaining time is spent at the assigned school. Work is usually performed under general supervision with some leeway for the use of independent judgment. Supervision may be exercised over subordinate custodial personnel.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Operates a school bus on a regular schedule and/or special occasions;
2. Checks the operating condition of the bus before starting on a trip;
3. Reports any defects to superior;
4. Maintains orderly conduct of passengers on bus;
5. Participates in all building cleaning and minor maintenance activities and supervises in place of regular custodian;
6. Operates or checks the operation of oil, gas, and other heating systems;
7. Performs a variety of semi-skilled carpentry, plumbing, electrical and other building maintenance tasks;
8. Checks to insure that buildings are heated, cleaned, locked and in readiness for all activities;
9. Keeps simple activity records.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of driving safety practices and traffic laws and regulations needed to operate a school bus under all driving and road conditions;;

Knowledge of building cleaning practices, supplies, and equipment sufficient to participate in the cleaning of large size institutional buildings;

Ability to use cleaning supplies and equipment efficiently and economically;

Ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks;

Ability to understand and carry out oral and written directions;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year of full-time paid work experience which primarily involved institutional or commercial building cleaning and which included minor maintenance experience.

BUS DRIVER – CUSTODIAN (Cont'd)

SPECIAL REQUIREMENT:

Possession of the appropriate level Commercial Driver License with a P (passenger) endorsement at time of appointment.

NOTE: In school districts drivers must be at least 21 years of age. In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.