

BUS DRIVER - AUTOMOTIVE MECHANIC HELPER

DISTINGUISHING FEATURES OF THE CLASS:

This is work of average difficulty requiring skill in the operation of an automotive vehicle used to transport students and/or passengers. The operations is responsible for the safety and conduct of the passengers. The automotive repair and maintenance work is at the beginning level as a helper or an assistant and only duties of a less complex skill are performed independently. Bus driving is performed under general supervision with leeway allowed for independent judgment.

TYPICAL WORK ACTIVITIES:

1. Operates a school bus on a regular schedule and/or special occasions;
2. Checks operating condition of the bus before starting trip;
3. Reports any mechanical defects to immediate superior;
4. Maintains orderly conduct of students and passengers while on bus;
5. Checks tires and repairs flats;
6. Changes oil and lubricates automotive vehicles;
7. Assists mechanic in the repairing and overhauling of brake systems; differentials; transmissions, and front and rear axles;
8. Assists in grinding valves and the fitting of bearings, pistons, and rings;
9. Makes minor adjustments to points, plugs, and timing;
10. May act as a courier or runner picking up and delivering orders and parts;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices, and traffic laws, and regulations; ability to operate a bus under all driving and road conditions; working knowledge of standard automotive repair methods and the tools and terminology of the trade; mechanical aptitude; ability to follow oral and written instructions; mental alertness, dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Eligibility for the appropriate level New York State Driver's License at the time of application, possession of license at the time of appointment; and

EITHER: (A) One year of experience in the repair and maintenance of automotive vehicles;

OR: (B) Any equivalent combination of training and experience.

NOTE: In School Districts, driver 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.

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ADOPTED: 08/01/75

REVISED: 08/14/86