

SCHOOL CHAUFFEUR

DISTINGUISHING FEATURES OF THE CLASS: This is recurring manual work of average difficulty involving the safe and efficient operation of a light motor vehicle. The operator is responsible for the safety and conduct of school children transported on regularly scheduled trips to and from school. Work is performed under general supervision, with considerable leeway allowed to carry out the details of the work.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Regularly operates a light motor vehicle on an assigned route;
Reports any mechanical defects to immediate supervisor;
Instructs or informs student passengers about safety practices when entering or leaving vehicle;
Keeps simple records of fuel used, mileage and passengers carried;
Maintains order among student passenger;
Occasionally drives students to and from special events.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices and traffic laws and regulations; good knowledge of the school district geography; ability to operate a light motor vehicle safely under all driving and road conditions; ability to get along well with children and command their respect; ability to comprehend and follow oral and written instructions; mental alertness; dependability; tact and courtesy; good physical condition.

MINIMUM QUALIFICATIONS: One year of experience in the operation of a light motor vehicle; or any equivalent combination of training and experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Candidates must be at least 21 years of age and be eligible for an appropriate level Driver's License issued by the New York State Department of Motor Vehicles at the time of application for appointment. Possession of the license at the time of appointment.