

## SCHOOL BUS DRIVER/MECHANIC HELPER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the operation of a school bus or mini-van on an assigned route. In addition, this employee will perform minor automotive body work and minor maintenance tasks on vehicles. Employee is also expected to ensure the safety and proper conduct of students boarding, riding and departing from bus. The work is performed under the general supervision of the Transportation Supervisor. Does related work as required.

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

Operated a school bus or mini-van on a regular schedule or on special occasions;  
Checks the operating condition of the bus before starting on a trip;  
Reports and operational defect to immediate supervisor;  
Maintains orderly conduct of children on bus;  
Keeps interior and exterior of vehicle clean and neat;  
Maintains records of mileage, routes, times and incidents;  
Prepares and maintains maps of routes and pick up points;  
May be required to operate a station wagon or other similar vehicle;  
Assists in the minor repair and maintenance the district's vehicle fleet;  
Keeps routine records of work done;  
Performs a variety of related tasks;  
May perform minor body and fender work.

### **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 difficult driving and road conditions; ability to make minor automotive and body/fender repairs to vehicles; working knowledge of standard automotive repair methods and of the tools and terminology of the trade; willingness to perform mechanical work; ability to understand and carry out oral directions ability to keep records; ability to get along well with children and command their respect; good motor, hand eye coordination; mechanical aptitude, mental alertness, dependability, physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Possession of the appropriate Federal and State Motor Vehicle Operator license at the time of appointment and one year of experience as an automotive mechanic helper in a garage or automotive repair shop.

**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 and be at least 21 years of age. If the position involves acting as a trainer for new School Bus Driver, candidate must possess proper certification in accordance with Section 6.16 of the Regulations of the Commissioner of Motor Vehicles and Article 19A of the Vehicle and Traffic Law.

Jurisdiction Class:	Non-Competitive
Civil Division:	School Districts
Adoption by PO:	May 15, 2009

