

BUS DRIVER/MECHANIC'S HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is manual work requiring skill in the operation of a large motor vehicle and the performance of semi-skilled work in the repair and maintenance of automotive equipment. The incumbent drives a school bus on an assigned route and is responsible for the safety and conduct of the children who are passengers. Incumbent may independently perform minor repair work but usually work is performed under direct supervision of a higher level mechanic with considerable leeway allowed for the use of independent judgement in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a school bus on a regular schedule and/or on special occasions;
Checks the operating condition of the bus before starting on a trip;
Reports any operational defects to immediate supervisor;
Informs children about safety practices;
Maintains orderly conduct of children on bus;
Keeps interior and exterior of vehicle clean and neat;
Maintains records of mileage, routes, time and incidents;
Prepares and maintains maps of routes and pick-up points;
May be required to operate a station wagon or other similar vehicle;
Repairs flat tires;
Changes and rotates tires;
Replaces worn or faulty parts, including gaskets, spark plugs, windshield wipers and light bulbs;
Dismantles, cleans and assembles parts of motors;
Washes, greases and changes oil in automotive equipment;
Charges batteries;
Pumps gasoline.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Motor Vehicle and Traffic Law, rules and regulations governing the operation of a school bus;
Thorough knowledge of safety procedures and techniques necessary for the safe operation of a school bus;

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Ability to operate a bus under difficult driving and road conditions;

Ability to understand and follow simple oral and written directions;

Ability to get along well with children and command their respect;

Working knowledge of the common practices, tools, terminology and safety precautions associated with the automotive mechanics trade;

Ability to follow oral and written instructions;

Physical strength and agility;

Mechanical aptitude;

Mental alertness;

Dependability.

MINIMUM QUALIFICATIONS:

A) Completion of an approved one year training course in motor equipment repair work; OR

B) One year of full time experience in a motor equipment repair shop under the supervision or direction of a skilled motor equipment mechanic.

NOTE: Candidates must satisfy the requirements for Bus Driver set forth in the Rules and Regulations of the New York Commissioner of Education, State Education Law, and Vehicle and Traffic Law.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

1) Possession of the appropriate level Motor Vehicle Operator's License.

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PENDING NON-COMPETITIVE

10/23/09