

Department: School Districts
Classification: Non-Competitive

SPEC DISK H4
DOCUMENT 80

SCHOOL BUS DRIVER/CLEANER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performance of routine manual work requiring efficient performance of building cleaning tasks and responsible for operating a bus on an assigned route and may perform minor maintenance tasks. The work requires thorough execution of tasks following a well established procedure. While operating a vehicle the operator is responsible for the safety of the passengers, adherence to schedules and cleanliness of the vehicle inside and out. The work is performed under general supervision with considerable leeway allowed the operator in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Cleans assigned areas, furnishings and fixtures according to established procedures;
Sweeps, vacuums and washes floors, stairs, hallways and restrooms;
Dusts desks, woodwork, furniture and other equipment;
Cleans venetian blinds, mirrors, bathroom fixtures, windows;
Washes blackboards, sinks and other fixtures;
Strips and refinishes floors;
Reports structural and equipment wear, defects and malfunctions to supervisor;
Removes waste and trash and disposes of it into incinerator room;
Maintains equipment used in performance of duties;
Performs emergency housekeeping where accidents occur;
Operates a bus on a regular schedule or on special occasions;
Checks the operating condition of the bus before starting on a trip;
Reports any mechanical defects to immediate supervisor;
Keeps trip log including times, mileage, gas and oil consumptions and routes;
Confers with group leaders, institutional officials with regards to schedules and routes;
Cleans interior and exterior of vehicle;
May be required to operate a station wagon or other similar vehicle;
May be required to perform minor maintenance tasks, oil changes, etc., on vehicle under the supervision of a mechanic.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of building cleaning methods, procedures and equipment; ability to understand and follow simple oral and written directions; willingness to perform routine cleaning and other manual tasks; good knowledge of driving safety practices and road conditions; ability to make minor repairs to vehicle; ability to get along well with others and command their respect; mechanical aptitude, mental alertness, dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of an appropriate level New York State driver's license at the time of appointment. Drivers must be at least 21 years of age.

SCHOOL BUS DRIVER/CLEANER - Continued

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commission of Education.