

CUSTODIAN/BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving responsibility for both the efficient and economical performance of cleaning and maintenance operations for school buildings, grounds and for the safe transportation of school children on an assigned bus route. Work is performed under general supervision of a superior in accordance with established policies and procedures with some leeway allowed for the exercise of independent judgment. Supervision may be exercised over the work of subordinate cleaning or maintenance personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sweeps, mops and dusts floors, stairs and desks;
Washes windows, walls, blackboards, sinks and other fixtures;
Operates a coal or oil low-pressure heating system including firing and removing ashes;
Paints rooms and equipment, repairs furniture and makes minor plumbing, electrical and carpentry repairs;
Repairs window shades, replaces light bulbs, soap and towels;
Operates a school bus on a regular schedule or on special occasions;
Changes oil, refills gasoline tanks, puts on chains, replaces tires and performs a variety of similar tasks;
Maintains orderly conduct of children on bus;
Prepares and maintains a variety of records and reports;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of building cleaning practices, supplies and equipment and ability to use them efficiently and economically; good knowledge of the operation of a bus and of traffic safety practices and regulations; working knowledge of the operation and maintenance of oil and gas fired low-pressure or steam boiler equipment; ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine building maintenance tasks; ability to follow oral and written directions; thoroughness; mechanical aptitude; dependability; tact and courtesy.

MINIMUM QUALIFICATIONS:

Three (3) years of work experience which must have included at least one (1) year of experience in the performance of building maintenance work and at least two (2) years of experience in the operation of automotive equipment.

SPECIAL REQUIREMENTS:

1. Must be at least twenty-one (21) years of age at time of appointment.
2. Eligibility for the appropriate level New York State Drivers License at the time of application; possession of the appropriate level New York State Drivers License at time of appointment.
3. Must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioners of Education and Motor Vehicles.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.