

## MAINTENANCE HELPER/BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving responsibility for the safe transportation of school children on an assigned bus route, as well as physical labor in the performance of maintenance helper duties which include assisting with alterations and maintenance of buildings, grounds, public works structures, sewer, water, power, heating, ventilating, electrical equipment, as well as carpentry and cleaning tasks. Work is performed under general supervision in accordance with a well established routine. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates school bus on a regular schedule or on special occasions;  
Checks the operating condition of the bus before starting on a trip;  
Reports any mechanical defect to immediate superior;  
Checks and fills vehicle with fuel;  
Installs tachometer recording disc;  
Records beginning and finishing mileage reading;  
Participates in emergency drills as required;  
Instructs or informs children about safety practices when entering and leaving bus;  
Maintains orderly conduct of children on bus;  
Cleans interior and exterior of the assigned vehicle;  
Performs a wide variety of laboring and routine maintenance tasks attendant to the operation, maintenance and alteration of buildings, grounds, parking areas, sewer, water, power, heating, ventilating, air-conditioning and other utility plants, automotive garages and shops and other public works structures and appurtenances;  
Performs minor carpentry work in the repair of windows, doors, walls, furniture, etc.;  
Performs minor electrical, and plumbing repairs and installations;  
Performs interior and exterior painting;  
Performs routine preventive maintenance of equipment and makes minor mechanical repairs;  
Uses common hand or power-operated machines and tools;  
Moves furniture, equipment and supplies;  
May assist in the removal of snow and ice and the sanding of icy sidewalks;  
May perform a variety of grounds maintenance tasks;  
May operate a truck, if qualified;  
May perform other common laboring and custodial duties;

*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 KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of the operation of a bus and of the safety practices and traffic laws and regulations; working knowledge of tools, terminology and practices used in maintenance; working knowledge of cleaning methods, materials and equipment; ability to use a variety of common hand and power tools; ability to understand and follow simple oral and written directions; aptitude and ability as a general mechanic; thoroughness; dependability.

MINIMUM QUALIFICATIONS:

Two (2) years of work experience which must have included experience in building, business, property or vehicle maintenance, cleaning, and/or care, as well as 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.