

Jurisdictional Class: Non-Competitive for Schools ONLY
EEO Category: Skilled Craft
Revised: 10/07/2019

AUTOMOTIVE MECHANIC HELPER-BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position assists in the routine work involved in the service and maintenance of automotive equipment. This is the beginning level of automotive repair and maintenance work. The duties do not include jobs involving skilled work, except in the capacity of Mechanic Helper. Duties of a less complex nature are performed independently. The work also involves responsibility for the safe transportation of school children on an assigned bus route. Close supervision is maintained over the work at all times. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a school bus on a regular schedule or on special occasions;
Assists mechanic in the grinding of valves and the fitting of bearings, pistons and rings;
Assists in the repair and overhaul of brake systems, differentials, transmissions, and front and rear axles,
Checks tires and repairs flats;
Changes oil and lubricates automotive equipment;
Helps adjust steering mechanism and aligns wheels;
Performs a variety of related tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of a bus and of traffic safety practice and regulations; 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; good motor and hand and eye coordination; mechanical aptitude.

MINIMUM QUALIFICATION: One (1) year of experience assisting in automotive maintenance and repair in a garage or automotive repair shop, or other mechanical maintenance and repair work of a similar nature.

ADDITIONAL QUALIFICATIONS: In accordance with New York State Vehicle and Traffic Law, Article 19-A, § 509-b. Qualifications of bus drivers. Notwithstanding any other provision of law, a person shall be qualified to operate a bus only if such person:

1. is at least twenty-one years old (at least eighteen years old, with restrictions – no interstate commerce, cannot transport hazardous materials, and cannot operate a school bus);
2. has been issued a currently valid driver's license or permit which is valid for the operation of the bus in this state;
3. has passed the bus driver physical examination administered pursuant to regulations established by the commissioner; and
4. is not disqualified to drive a motor vehicle pursuant to section five hundred nine-c or any other provision of this article.

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NOTES:

1. Applicants must be able to maintain eligibility and certification under New York State Department of Motor Vehicles Article 19A of the Vehicle and Traffic Law. In addition, candidates may be required to complete or present proof of Basic First Aid and CPR courses during the probationary period following appointment.
2. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

DISTRICTS PLEASE NOTE: If you experience difficulty in recruiting fully qualified drivers, i.e., individuals with a CDL, you may hire individuals with a CDL learner's permit and establish a formal, in-house training program geared toward preparing these drivers to take and to pass the road test to obtain the appropriate license. The training program must be successfully completed within six (6) months, and the appropriate license must be obtained before the individual drives a school bus with students or is assigned a regular bus route.

Revised: 10/08/1991; 03/24/1995; 03/31/1995; 04/20/2011; 10/07/2019