

Jurisdiction Class: Competitive
Non-Competitive (Part-Time) for Schools ONLY
EEO Category: Service/Maintenance
Revised: 10/07/2019

CUSTODIAN-BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This position involves manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks and for the operation of a large motor vehicle in the safe transportation of school children on an assigned bus route. Cleaning and maintenance tasks are performed according to a well-established routine. An incumbent may be responsible for cleanliness and minor maintenance in a small school building or work under supervision of a higher ranking employee at a larger school. Supervision may be exercised over the work of cleaners or helpers. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Sweeps, mops and waxes floors, washes walls, windows and blackboards, cleans erasers, dusts and performs other cleaning duties;
Cleans and mops lavatories and locker rooms and replaces soap and towels;
Dusts desks, woodwork, furniture, and other equipment;
Operates a school bus on a regular schedule or on special occasions;
Makes minor repairs to furniture, electrical fixtures, windows and window shades, locks, faucets, heating system and other equipment;
Reports any vehicle operational defect to immediate superior;
Empties waste baskets, collects, and disposes of rubbish;
Mows lawns, trims shrubs, rakes leaves, removes snow and ice from walks and driveways and performs a variety of other grounds keeping tasks as assigned;
May operate an oil or gas fired low-pressure steam, hot water or hot air heating system;
May change oil, refill gasoline tanks, put on chains, replace tires and perform a variety of similar tasks on the school bus;
Receives, moves, and stores incoming school supplies;
Arranges chairs and tables and other equipment for special use of school building;
May be required to operate a station wagon or other similar vehicle;
Maintains orderly conduct of children on bus;
Maintains records of mileage, routes, times, and incidents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of driving safety practices, traffic laws and regulations; working knowledge of building cleaning practices, supplies and equipment, and ability to use them economically and efficiently; ability to acquire knowledge of the operation and maintenance of school building heating and ventilating equipment; ability to operate a bus under difficult driving and road conditions; ability to make minor plumbing, electrical, carpentry, and mechanical repairs and perform a variety of routine maintenance tasks; ability to understand and carry out simple oral and written directions; ability to get along well with others; willingness to perform custodial and other manual tasks.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma;
OR
- (B) One (1) year of experience in building cleaning or minor building maintenance activities or other 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.

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.

Adopted: 1985
Revised: 12/18/1987; 06/21/1989; 07/14/1994; 04/11/1995; 05/24/1996;
03/17/2004; 04/20/2011; 05/15/2012; 04/05/2018; 10/07/2019