

Civil Division: Schools
Jurisdictional Class: Non-Competitive
EEO Category: Skilled Craft
Revised: 04/19/11

AUTOMOTIVE MECHANIC/BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district and involves responsibility for the overhaul and repair of a wide variety of automotive equipment including school buses. It also requires the operation of a school bus on a regular run or on special occasions and involves responsibility for the safety and proper conduct of the children who are passengers. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes skilled repairs to gasoline and diesel motor equipment, including trucks, lawn mowers, and school buses;
Repairs or replaces motor pumps, fuel pumps, generators, carburetors, and shock absorbers;
Analyzes electronic ignition problems using computerized equipment;
Repairs ignition systems, transmissions, brake systems, clutches, front and rear axles;
Adjusts connecting rods and bearings;
Adjusts steering mechanisms and aligns wheels;
Makes minor welding repairs to automotive equipment;
Greases engine and sets the timing;
Attaches and removes snow plow blades and other auxiliary equipment;
Operates a school bus on a regular schedule or on special occasions;
Checks the operating condition of the bus before starting on a trip;
Reports any operational defect to immediate superior;
Informs children about safety practices;
Maintains orderly conducts of children on bus;
Keeps interior and exterior of vehicle clean and neat;
May be required to operate a station wagon or other similar vehicle;
Maintains records of mileage, routes, times and incidents;
Prepares and maintains maps of routes and pick-up points.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade; good motor and eye/hand coordination; manual dexterity; good knowledge of driving safety practices and traffic laws and regulations; ability to work from plans and specifications and to follow rough draft sketches and oral instructions; ability to make difficult repairs to heavy automotive equipment; ability to operate a bus under difficult driving and road conditions; ability to get along well with children; mental alertness; dependability.

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MINIMUM QUALIFICATIONS: One year of experience as a skilled automotive mechanic and possession of the appropriate level driver's license to operate school buses issued by the New York State Department of Motor Vehicles. This license must be maintained throughout appointment.

NOTE: In addition, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education Law and Vehicle and Traffic Law at time of appointment.

Revised: 05/24/99, 04/19/11