

CHAUFFEUR - CLEANER

GENERAL STATEMENT OF DUTIES: Operates an automotive vehicle carrying school children and performs routine cleaning duties; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position operates an automotive vehicle with a seating capacity for less than 16 passengers which requires skill of average difficulty and does routine cleaning tasks in a school building. As operator, he/she is responsible for the safety and conduct of the children who are passengers. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Operates an automotive vehicle carrying less than 16 school children on a regular schedule or on special occasions;

Checks the operating condition of the vehicle before starting on a trip;

Reports any mechanical defect to immediate superior;

Instructs or informs children about safety practices when entering and leaving vehicle;

Maintains orderly conduct of children on vehicle;

Sweeps and mops floors;

Washes windows, blackboards, and lavatory fixtures;

Dusts woodwork, furniture, and other articles;

Replenishes lavatory supplies;

Waxes floors and furniture;

Vacuums carpets;

Replaces light bulbs;

Shovels snow;

Sets thermostats, as assigned;

May be required to perform minor maintenance tasks on the vehicle;

May be required to operate automotive vehicle to deliver food stuffs, school supplies, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of driving safety practices and traffic laws and regulations; familiarity with building cleaning practices, supplies and equipment; ability to operate the vehicle under all driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; thoroughness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid operator's license appropriate to the vehicle to be operated at time of appointment.

SPECIAL NOTE: In addition to the above special requirements, candidates may be required to satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.

New federal regulations require that, on or after October 1, 2005, a school bus driver with a New York State commercial driver license (CDL) must have a new "S" (school bus) endorsement.

When the term "school bus" is used, the term is defined as a vehicle that is defined in Section 142 of the NYS Vehicle and Traffic Law (see below) and the school bus has a seating capacity of 16 or more adults (which includes the driver) or the school bus has a gross vehicle weight rating (GVWR) of more than 26,000 lbs.

Section 142 of the NYS Vehicle and Traffic Law: 142. School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

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.