

## CUSTODIAL WORKER - BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, the duties of this class involve the efficient and economical performance of building cleaning and driving a school bus. In addition to cleaning and driving activities, duties may involve the performance of minor repair and maintenance tasks. This work is performed according to a well-established routine. This class is similar to that of Custodial Worker with the additional assignment of driving a school bus and, usually school bus maintenance, as a regular responsibility. Supervision may be exercised over Laborers and/or Cleaners. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Drives a school bus as a regular assignment;

Sweeps, mops and waxes floors; washes walls and windows, dusts and performs other cleaning duties;

Dusts desks, woodwork, furniture and other equipment;

Cleans and mops lavatories and locker rooms and replaces soap or towels;

Empties wastebaskets and collects and disposes of refuse;

Moves and arranges chairs, tables and other furniture or equipment;

Maintains cleanliness and sanitation of a swimming pool by checking temperature, chlorine levels, vacuuming;

Assists with heavy work in kitchen and cafeteria;

Checks windows and doors to see that they are closed and locked when proper;

Performs a variety of errands and related custodial tasks;

May make minor repairs to furniture, windows and shades, locks, faucets, heating system and other equipment;

May make minor electrical repairs including including replacing light bulbs or switchplates;

May undertake routine maintenance tasks related to building operating systems, i.e.; changing filters, etc.;

May perform groundskeeping activities such as cleaning snow, mowing lawns, raking leaves, trimming shrubs, and general grounds maintenance such as clearing litter and debris;

May act as monitor before and after school and in cafeteria.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of building cleaning practices, supplies and equipment and the ability to use them economically and efficiently; familiarity with the operation and maintenance of heating systems; 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 read, write, understand and communicate in English sufficiently to perform the essential functions of the position; willingness to perform custodial and other manual tasks; ability to operate a school bus; thoroughness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None.

SPECIAL REQUIREMENTS: At time of appointment: (1) Possession of the appropriate New York State Driver's License to operate a school bus, issued by the New York State Department of Motor Vehicles; (see Special Note, below) (2) Drivers must be at least twenty-one (21) years of age. The appointing authority is responsible for verifying and ensuring that the candidate meets these requirements throughout the course of their employment.

SPECIAL 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.

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 an "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.