

BUS DRIVER-GROUNDSMAN

Code No.: 5-02-011
NON-COMPETITIVE

GENERAL STATEMENT OF DUTIES: Operates a school bus on an assigned route performing necessary maintenance tasks in the process and does a variety of jobs in connection with school grounds upkeep; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is manual work of average difficulty involving the operation of a school bus and the performance of groundskeeping functions during times between runs. The work is performed under the supervision of the Superintendent of Buildings and Grounds.

TYPICAL WORK ACTIVITIES:

- Operates a school bus on assigned or special runs;
- Checks operating condition of bus before starting trip;
- Reports any mechanical defect to Head Bus Driver;
- Maintains order on bus;
- Cautions children about proper conduct and safety practices on bus;
- Mows lawns and cares for flowerbeds, walks, and drives;
- Trims hedges, trees, and shrubs;
- Rakes leaves and shovels snow;
- Pulls weeds, seeds areas, and removes cuttings;
- Operates power equipment in grounds or snow removal work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of traffic laws and regulations; good knowledge of driving safety practices; some knowledge of grounds maintenance techniques; some knowledge of the use of power operated machinery; ability to operate a bus under all driving and road conditions; ability to make minor repairs to a bus; ability to follow simple oral and written directions; ability to get along well with children and to enforce obedience to bus safety practices; mechanical aptitude; mental alertness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus two (2) years of experience in the operation of automotive vehicles; OR, any equivalent combination of training and experience sufficient to indicate ability to do the work.

SPECIAL REQUIREMENTS:

Possession of a valid Class *2* Chauffeur's license issued by the New York State Department of Motor Vehicles. Applicants must be at least 21 years of age.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: April 10, 1969