

## **CUSTODIAL WORKER-BUS DRIVER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine and repetitive manual work calling for the efficient and economical performance of building cleaning and minor maintenance tasks. Cleaning tasks are performed according to a well-established procedure, and maintenance tasks are performed under direct supervision or according to specific instructions. Supervision is received from a custodian or other superior. Supervision over the work of others is not normally a responsibility of employees in this class. This job also involves responsibility for safe transportation of school children on an assigned bus route. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Sweeps and mops floors and stairs; Dusts desks, woodwork, furniture and other equipment; Washes windows, walls, blackboards, sinks and other fixtures; Polishes furniture and metal furnishings; Empties waste baskets, collects and disposes of rubbish; Clears snow and ice from walks; May mow lawns, trim shrubs, rake leaves and perform a variety of other grounds keeping tasks as assigned; Assists in the operation of an oil, and gas heating system; Delivers packages and messages; Places and removes traffic safety signs; Arranges chairs and tables and other equipment for special use of school building; Repairs window shades, replaces light bulbs, soap and towels; Paints rooms and equipment and assists in making minor plumbing, carpentry, and electrical repairs; Operates a school bus on a regular schedule or on special occasions; Changes oil, refills gasoline tanks, puts on chains, replaces tires and performs a variety of similar tasks; Maintains orderly conduct of children on school bus.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of vehicle and traffic law, regulations of the Commissioner of Motor Vehicles, and regulations of the Commissioner of Education pertaining to student transporting; Good knowledge of safe driving practices and defensive driving; Working knowledge of the geography of the employing school district; Working knowledge of building cleaning practices, supplies, and equipment; Ability to follow oral and written instructions; Ability to perform a variety of minor maintenance tasks; Ability to get along well with others; Thoroughness; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Eligibility for a New York State Commercial Driver's License, Class B, with a passenger (P) endorsement at time of application.

**NOTE:** Districts that experience difficulty in recruiting fully qualified drivers, (i.e., individuals with the CDL), 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 pass the road test to obtain the appropriate license. The training program must be successfully completed within 6 months and the appropriate license obtained before the individual drives a school bus with students or is assigned a regular bus route.

**SPECIAL REQUIREMENTS** (1) Possession of appropriate level New York State Driver's License. (2) Drivers must be at least 21 years of age and (3) must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

**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.

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