

## CUSTODIAL WORKER/ BUS DRIVER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the performance of building cleaning and minor maintenance tasks. The work is carried out in accordance with established procedures or specific instructions and involves repetitive manual work. This class differs from that of Custodian in that Custodial Worker is unskilled entry-level work, whereas Custodian functions at a higher level and has greater responsibility. The work is performed under the direct supervision of a higher level employee. Supervision over the work of others is not normally a function of the class. This position also involves responsibility for safe transportation of school children on an assigned bus route. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

May perform all functions of a Cleaner as well as:

Delivers packages and messages;

Assists in unloading incoming supplies;

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;

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 conduct of children on bus;

Keeps interior and exterior of vehicle clean and neat;

Prepares and maintains maps of routes and pick-up points;

Keeps simple activity records;

May be required to operate a van or other similar vehicle;

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

May operate a two-way radio;

May exchange information with caretakers, parents or school personnel regarding students;

May mow lawns, trim shrubs, rake leaves and perform a variety of other grounds keeping tasks as assigned;

May assist in the operation of an oil, gas or coal fired pressure heating system including firing and removing ashes;

May place and remove traffic safety signs.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of driving safety practices and traffic laws and regulations; working knowledge of building cleaning practices, materials and equipment; ability to operate a bus or van under difficult driving and road conditions; ability to understand and follow simple oral and/ or written instructions; ability to perform a variety of minor maintenance tasks; ability to make minor mechanical repairs; ability to get along well with others; ability to provide basic first aid if needed; willingness to perform routine cleaning and other manual tasks; mechanical aptitude; mental alertness; good judgment; good moral character; tact and courtesy; thoroughness; dependability; physical condition commensurate to the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of the appropriate New York State Driver's License; and drivers must be at least twenty-one (21) years of age.

**Note:** In addition, candidates must satisfy the requirements for School Bus Driver set forth in the rules and regulations of the New York State Commissioner of Education and the New York State Department of Transportation.

ULSTER COUNTY  
2050 CUST WKR/B  
Classification: Non-Competitive  
OA

Adopted: March 26, 1971  
Revised: September 12, 1994