

## **EQUIPMENT MECHANIC/ SCHOOL BUS DRIVER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing semi-skilled and unskilled maintenance and repair tasks on a variety of building and grounds equipment. In addition, the incumbent is responsible for the operation of a school bus or van. This includes responsibility for the safety and conduct of the children who are passengers. The work is performed under general supervision with considerable leeway allowed in carrying out the details of the work. Supervision over the work of others is not normally a function of this class. 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.

Recommends repairs to building and grounds equipment;

Performs minor maintenance to, and maintains, building and grounds keeping machinery and equipment;

Maintains records of repairs performed and cost of said repairs;

Maintains a limited inventory of supplies needed for 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;

Maintains records of mileage, routes, times and incidents;

Prepares and maintains maps of routes and pick up points;

May mount and dismount snowplow blades and other auxiliary equipment;

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.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus or van under difficult driving and road conditions; ability to repair and maintain building and grounds equipment; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and/ or written directions; ability to maintain simple records; ability to get along well with children and command their respect; ability to provide basic first aid if needed; mechanical aptitude and manual dexterity; mental alertness; good judgment; good moral character; tact and courtesy; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

1. One year of full-time paid experience, or its' part-time equivalent, in the repair and maintenance of building and grounds equipment; **AND**
2. Possession of the appropriate New York State Driver's License; **AND**
3. 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  
3044 EQ MEC/SCH  
Classification: Non-Competitive  
OA

Adopted: July 22, 1994