

Jurisdiction: Ithaca City School District
Jurisdictional Class: Non-Competitive
Adopted: 11/15/00
Revised: 09/15/10, 09/07/22

SCHOOL BUS MECHANIC/BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the maintenance and repair of school buses and motor equipment. The work also involves responsibility for driving a school bus on an assigned route. When driving, the incumbent is responsible for the safe transfer of school children and for maintaining discipline on the bus. The work is performed under the general supervision of the Transportation Supervisor in accordance with established policies and procedures with wide leeway permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a school bus on a regular schedule and on special trips;
Checks the operating condition of the bus before and after each trip using a checklist to ensure tires, lights, brakes, wipers, etc. are in working order;
Reports any operational defects found during the inspection to the maintenance department via checklist;
Maintains orderly conduct of children on bus;
Keeps interior and exterior of bus clean and neat;
Informs children about safety regulations and practices;
Does related paper work as required, such as time sheets, mileage records, defect sheets, accident forms, etc.;
Performs maintenance and repairs on motor equipment such as buses, trucks, tractors, etc.;
Repairs or overhauls brake systems, clutches, differentials, transmissions, and front and rear axles;
Repairs generators, starters, lights and ignition;
Tunes motors and adjusts carburetors;
Adjusts steering mechanisms and aligns wheels;
Grinds valves and fits new bearings, pistons and rings;
Greases vehicles, changes oil and oil filters;
Inspects automotive equipment to insure compliance with New York State Motor Vehicle Inspection regulations;
May perform automotive body work and painting;
May maintain and repair various grounds and snow removal equipment;
May be required to perform building maintenance work and cleaning chores;
May deliver hot lunches to satellite schools.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices and traffic laws and regulations; good knowledge of automotive repair methods and terminology and tools of the trade; good knowledge of the safety precautions of the automotive mechanic trade; ability to operate a bus under difficult driving or hazardous road conditions; ability to get along well with children and command their respect; ability to maintain discipline of children riding the bus; ability to make repairs to heavy automotive and mechanical equipment; ability to follow oral and written instructions; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of an Associate's Degree in automotive or diesel technology; or
- B. Graduation from high school or possession of a high school equivalency diploma **and** one year of experience as a journey level Automotive Mechanic; or
- C. Graduation from high school or possession of a high school equivalency diploma **and** three years of experience in the repair of automotive equipment; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENTS:

1. Candidates must possess a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and must obtain a New York State Class B Commercial Driver License (CDL) with Passenger (P) and School Bus (S) endorsements or a valid Commercial Driver License equivalent to a New York State Class B Commercial Driver License with Passenger (P) and School Bus (S) endorsements within four (4) months of appointment. Said licenses must be maintained for the duration of employment.
2. Candidates must satisfy the requirements for School Bus Drivers set forth In the Rules and Regulations of the New York State Commissioner of Education.