

DEPARTMENT: SCHOOLS
CLASSIFICATION: NON-COMPETITIVE NYSCSC APPROVED 12/16/2020
APPROVED: OCTOBER 24, 2019

LABORER/BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is assigned to perform laborer and bus driving functions depending on District needs. When assigned to laborer functions, the incumbent performs unskilled and semi-skilled manual work. When assigned as a bus driver, the incumbent drives a school bus on an assigned route and may perform minor maintenance tasks in connection with such operation. The operator is responsible for the safety and conduct of the children who are passengers. All work is performed under general supervision in accordance with established policies, procedures, rules, and laws. Does related work as required.

TYPICAL WORK ACTIVITIES:

When assigned to perform Laborer duties:

1. Acts as a messenger and makes deliveries;
2. Cleans and services buildings by sweeping, mopping and waxing floors in offices, halls, classrooms, restrooms, locker rooms, and other common areas;
3. Cleans lighting fixtures, replaces light bulbs, and washes windows, moves furniture, equipment, washes walls and vehicles, and other cleaning duties;
4. Assists with outside work such as sweeping walks, shoveling snow, cutting lawns, trimming hedges, etc;
5. Cleans and performs minor maintenance on trucks, tractors, assigned vehicles and tools;
6. Picks up and disposes of trash or soiled linen;
7. Assists with the loading and unloading of trucks including garbage, rubbish, gravel, sand, stone, building materials, supplies, and etc;
8. May assist with road work, ditch digging;
9. May assist with snow removal and plowing, sanding and salting of roads, erection and removal of snow fences and signs, picking up trash, cutting grass, trimming trees and bushes, weeding, and may apply lawn care products as assigned, etc.;
10. Operates motorized equipment as required in carrying out these assigned duties, may for training or in an emergency operate trucks and assigned vehicles within the New York State Motor Vehicle regulations;
11. Performs related minor maintenance repair tasks indoors and outdoors including, but not limited to, the repair of desks, cabinets, and painting walls and sports field lines.

When assigned Bus Driver duties:

1. Operates a school bus when assigned;
2. Checks the operating condition of the bus before starting on a trip;
3. Reports any operational defect to immediate superior;
4. Informs children about safety practices;
5. Maintains orderly conduct of children on bus;
6. Keeps interior and exterior of vehicle clean and neat;
7. May be required to operate a station wagon or other similar vehicle;
8. May be required to perform minor maintenance tasks on the vehicle;
9. Maintains records of mileage, routes, times and incidents;
10. Prepares and maintains maps of routes and pick-up points.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices and traffic laws and regulations; working knowledge of the maintenance and repair of buildings, fixtures and equipment; ability to operate a bus under difficult driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with children and command their respect; ability to make a variety of simple repairs and adjustments to buildings and equipment; ability to perform unskilled maintenance on motorized equipment; ability to plow snow and perform routine buildings and grounds maintenance; ability to lift heavy weights; mechanical aptitude; mental alertness; dependability; willingness to perform routine manual work; willingness to work under all weather conditions; physical endurance; physical condition commensurate with the requirements of the position.

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LABORER/BUS DRIVER CONTINUED

MINIMUM QUALIFICATIONS:

Candidates must possess a New York State Motor Vehicle Commercial Drivers License (CDL) Class B with P (passenger) and S (school bus) endorsements without L2, N1, or N2 restrictions at the time of application. A CDL Class C is required for school districts where the employee is assigned to drive only smaller buses not included in the definition of Section 142 of the NYS Vehicle and Traffic Law. The School District must indicate on the candidate's application the type of bus to be driven. It is the school district's responsibility to ensure that employees are licensed to drive the vehicle assigned to them.

SPECIAL REQUIREMENT: Candidates must satisfy the requirements for Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education and New York State Vehicle and Traffic Laws. Compliance is the responsibility of the appointing authority who must advise Niagara County Civil Service of the candidate's compliance when submitting appointing Report of Personnel Change.

NOTE: The S (school bus) endorsement is only required for employees driving a vehicle that is defined in Section 142 of the NYS Vehicle and Traffic Law, **and** the school bus has a seating capacity of 16 or more adults (including the driver) **or** the school bus has a gross vehicle rating (GVWR) of more than 26,000 lbs. If the employee will not be required to have the S endorsement, the appointing authority must submit an administrative letter stating that the employee will not drive a school bus as defined above.