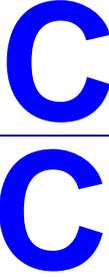




**CAYUGA
COUNTY**

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Custodian-School Bus Driver



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	CUSTODIAN-SCHOOL BUS DRIVER
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	COUNTY SCHOOLS
ADOPTION: CSM	11/01/75
REVISED: CSM	1/8/03

DISTINGUISHING FEATURES OF THE CLASS:

Performs routine building cleaning work, occasional minor maintenance tasks and operates a school bus on an assigned route; does related work as required. This is routine and repetitive manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks and for the operation of a large motor vehicle in the safe transportation of school children on an assigned bus route. Cleaning and maintenance tasks are performed according to a well-established routine. An incumbent may be responsible for cleanliness and minor maintenance in a small school building or work under supervision of a higher-ranking employee at a larger school. Supervision may be exercised over the work of Cleaners or Helpers.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Sweeps, mops, and waxes floors, washes walls, windows and blackboards, cleans erasers, dusts and performs other cleaning duties;
- Cleans and mops lavatories and locker rooms and replaces soap and towels;
- Dusts desks, woodwork, furniture and other equipment;
- Operates a school bus on a regular schedule or on special occasions;
- Makes minor repairs to furniture, electrical fixtures, windows and window shades, locks, faucets, heating system and other equipment;
- Reports any vehicle operational defect to immediate superior;
- Empties waste baskets, collects, and disposes of rubbish;
- May mow lawns, trim shrubs, rake leaves, remove snow and ice from walks and driveways and perform a variety of other grounds keeping tasks as assigned;
- May operate oil or gas fired low-pressure steam, hot water or hot air heating system;
- May change oil, refill gasoline tanks, put on chains, replace tires and performs a variety of similar tasks;
- Received, moves, and stores incoming school supplies;
- Arranges chairs and tables and other equipment for special use of school building;
- May be required to operate a station wagon or other similar vehicle;
- Maintains orderly conduct of children on bus;
- Maintains records of mileage, routes, times, and incidents.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices, traffic laws and regulations;
Working knowledge of building cleaning practices, supplies and equipment, and ability to use them economically and efficiently;
Ability to acquire knowledge of the operation and maintenance of school building heating equipment;
Ability to operate a bus under difficult driving and road conditions;
Ability to make minor repairs to the vehicle;
Ability to make minor plumbing, electrical, carpentry, and mechanical repairs and perform a variety of routine maintenance tasks;
Ability to understand and carry out simple oral and written directions;
Ability to get along well with children and command their respect;
Ability to get along well with others;
Willingness to perform custodial and other manual tasks;
Thoroughness;
Dependability;
Good moral character;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A)One (1) year of experience in building cleaning and minor maintenance activities.

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.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for the appropriate level New York State Driver's License at the time of application.

Possession of license at time of appointment.

Drivers must be at least 21 years of age and not have reached their 65th birthday.