



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **School Bus Driver-Food Service Helper**
Jurisdictional Class: Non-Competitive
Civil Division: County School Districts
Adoption: CSM 4/9/08
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

Drives a school bus on an assigned route and may perform minor maintenance tasks in connection with such operation. This is manual work of average difficulty requiring skill in the operation of a large automotive vehicle. The operator is responsible for the safety and conduct of the children who are passengers. The work is performed under general supervision with considerable leeway allowed in the operation of carrying out the details of the work. Employee also assists in the preparation and service of food and in the cleaning of kitchen equipment. This is routine manual work performed under immediate supervision in connection with the preparation and service of food. Employee does related tasks as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

School Bus Driver

- Operates a school bus on a regular schedule or on a substitute basis;
- 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;
- Assists with wheelchairs and the harnessing of disabled students;
- Keeps interior and exterior of vehicle clean and neat;
- May perform minor maintenance tasks on a vehicle and assist bus mechanics;
- May be required to change tires;
- Maintains records of mileage, routes, times, and incidents;
- Prepares and maintains maps of routes and pick-up points;
- May clean bus garage;
- May operate a vehicle to transport food or other supplies;
- Does related tasks as required.

Food Service Helper

- Sets tables and clears them after meals;
- Prepares milk trays and refills condiments;
- Cleans silverware, tables, and chairs;
- Cleans dining rooms and dish and linen closets;
- Cleans, washes, and otherwise prepares vegetables and fruit for cooking;
- Assists in the preparation of salads and desserts;
- Helps Cooks in any phase of their duties;
- Washes dishes, pots, and pans by hand or machine;
- Sweeps, mops, and cleans kitchen and dining area;
- May act as Cashier;
- May be required to transport food, supplies, and/or equipment to other school food service sites.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices and traffic laws and regulations;
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;
Mechanical aptitude;
Mental alertness;
Dependability;
Good physical condition.

MINIMUM QUALIFICATIONS:

- Eligibility for the appropriate level New York State driver license at the time of application.
- Possession of license at time of appointment.
- Drivers must be at least 21 years of age.

SPECIAL REQUIREMENT(S):

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.

Approved as Non-Competitive:

- Moravia Central School District (NYSCSC 10/21/09)
- All School Districts (NYSCSC 4/17/12)