

Chenango Valley Central School District

October 26, 2021

Anticipated Vacancy Notice

Openings: **Bus Driver Mechanic or Bus Driver/Mechanic's Helper
Full time**

Location: Bus Garage

Qualifications: see attached

Salary: Per Chenango Valley Support Staff Association Contract

Apply to: Sue Ticknor, Transportation Supervisor
by Tuesday, November 2, 2021

Effective Date: November, 2021

EOE

BUS DRIVER – MECHANIC

Department: Transportation

Reports: Head Automotive Mechanic and Supervisor of Transportation

GENERAL RESPONSIBILITIES:

This is manual work requiring skill in the operation of a large motor vehicle as well as involving responsibility for the safety and conduct of children who are passengers. The work also requires the efficient performance of a variety of automotive repair and machinist tasks. The work is performed under general supervision with leeway allowed for planning the details of each assignment. May, on occasion, direct the work of others. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Inspects each bus thoroughly, according to Public Service Commission Regulations
- Operates a school bus on regular scheduled routes and/or on special occasions
- Checks the operating condition of the bus before starting on a trip and reports any mechanical defects
- May inform children about bus safety practices and maintains orderly conduct on bus
- Services all equipment including lubrication, oil changes, filter changes and other items as needed
- Repairs, replaces, and adjusts parts as required according to reports of drivers or findings during inspections
- Changes tires, overhauls engines, transmissions and other component parts
- Uses computer diagnostic and record keeping programs
- Other related work as required

QUALIFICATIONS:

- Thorough knowledge of NYS Motor Vehicle and Traffic Law, rules and regulations governing the operation of a school bus
- Thorough knowledge of safety procedures and techniques necessary for the safe operation of a school bus
- Ability to operate a bus under difficult driving and road conditions
- Must be able to read and comprehend simple instructions, and apply common sense understanding to carry out written or oral instructions.
- Ability to get along well with others, including children of all ages
- Ability to make difficult repairs to automotive and other mechanical equipment
- Must have a clean class B driver's license with passenger endorsements or must attain it within 3 months of hire.
- Physical condition commensurate with the demands of the position and must be able to pass a physical performance test and annual DOT physical

Associates degree in Automotive Technology or certificate in diesel motor equipment repair or 2 years experience in diesel motor repair under the supervision or direction of a skilled motor equipment mechanic or any equivalent combination of training and experience

BUS DRIVER/MECHANIC'S HELPER

Department: Transportation

Reports: Head Automotive Mechanic and Supervisor of Transportation

GENERAL RESPONSIBILITIES:

This is manual work requiring skill in the operation of a large motor vehicle and the performance of semi-skilled work in the repair and maintenance of automotive equipment. The incumbent may drive a school bus on an assigned route and is responsible for the safety and conduct of the children who are passengers. Incumbent may independently perform minor repair work but usually work is performed under direct supervision of a higher level mechanic with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Operates a school bus on regular scheduled routes and/or on special occasions
- Checks the operating condition of the bus before starting on a trip
- Reports any operational defects to immediate supervisor
- 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, time and incidents
- Prepares and maintains maps of routes and pick-up points
- May be required to operate a station wagon or other similar vehicle
- Repairs flat tires; changes and rotates tires
- Repairs/replaces worn or faulty parts, including gaskets, spark plugs, windshield wipers, electrical wiring, and light bulbs
- Dismantles, cleans and assembles parts of motors
- Checks/changes brakes, belts, etc.
- Washes, greases and changes oil in automotive equipment
- Charges batteries, pumps gasoline, etc.
- May assist in maintaining DOT records
- Uses computer diagnostic and record keeping programs
- Other related work as required

QUALIFICATIONS:

- Must be able to read and comprehend simple instructions, perform basic mathematical functions, and apply common sense understanding to carry out written or oral instructions.
- Must enjoy working with children of all ages
- Must have a clean class B driver's license with passenger endorsements or must attain it within 3 months of hire.
- Must be able to pass a physical performance test and annual DOT physical