

SCHOOL CHAUFFEUR

LOCATION: Tioga County School Districts
CLASSIFICATION: Non- Competitive
SALARY: Varies by location
ADOPTED: Revised: 01/20, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving responsibility for the safe and economical operation and care of a motor vehicle such as a station wagon or truck. When involved in transporting school children, 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 carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Operates a station wagon for transporting students on a regular schedule or on special occasions;
- Instructs or informs children about safety practices when entering and leaving the vehicle;
- Maintains orderly conduct of children in the vehicle;
- Operates a pick up or panel truck in connection with the hauling of school district equipment and supplies;
- Checks the operating condition of vehicle before starting on a trip;
- Operates a motor vehicle in connection with the hauling of food from the central kitchen;
- Reports any mechanical defect to immediate supervisor;
- Maintains simple records and prepares reports relating to duties;
- May perform custodial duties when not involved in driving.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of motor vehicles; good knowledge of driving safety practices and traffic laws and regulations; ability to operate automotive equipment under all driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written direction; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of full-time work experience or its part-time equivalent in the operation of a light motor vehicle **AND** eligibility for the appropriate level New York State Driver License at the time of application.

Possession of a CDL B P driver's license upon completion of probationary period (passenger capacity).

NOTE: *In addition, candidates must satisfy the requirements for school bus driver set for in the Rules and Regulations of the New York State Commissioner of Education.*