

BUS DRIVER - ASSISTANT OFFSET PRINTER

DISTINGUISHING FEATURES OF THE CLASS:

This is work of average difficulty involving the operation of an automotive vehicle used to transport students and/or passengers, and the performance of miscellaneous tasks in a print shop between bus runs and during school vacations. The work is performed under the direct supervision of both the Supervisor of Transportation and the Offset Printer.

TYPICAL WORK ACTIVITIES:

1. Operates a school bus on a regular schedule and/or special occasions;
2. Checks operating condition of bus before starting on trips;
3. Reports any mechanical defects immediately to supervisor;
4. Maintains orderly conduct of students or passengers while on bus;
5. Folds and cuts paper;
6. Photographs materials;
7. Strips and makes plates;
8. Collates printed materials;
9. Performs minor maintenance on equipment including cleaning, minor lubricating, and minor adjustments;
10. May operate offset printing machine in absence of Offset Printer;
11. Performs general clean-up duties in print shop;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under all driving and road conditions; ability to learn the operation of an offset printing machine; ability to understand and follow oral and written directions; mechanical aptitude; clerical aptitude; mental alertness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Eligibility for the appropriate level New York State driver's license at the time of application. Possession of license at time of appointment.

SPECIAL REQUIREMENT:

Must be at least 21 years of age and eligible for the appropriate level Commercial driver's license (CDL) with a Passenger (P) Endorsement to transport passengers in a bus or under Article 19A, issued by the New York State Department of Motor Vehicles. Possession of license at time of appointment where applicable.

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ADOPTED: 08/01/75

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