



CIVIL DIVISION  
CLASS SPECIFICATION

**BUS DRIVER - AUTOMOTIVE  
MECHANIC HELPER**

DATE ADOPTED: 8/1/1975

LAST REVISION: 3/30/2023

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is work of average difficulty requiring skill in the operation of an automotive vehicle used to transport students and/or passengers. The operations is responsible for the safety and conduct of the passengers. The automotive repair and maintenance work is at the beginning level as a helper or an assistant and only duties of a less complex skill are performed independently. Bus driving is performed under general supervision with leeway allowed for independent judgment.

**TYPICAL WORK ACTIVITES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Operates a school bus on a regular schedule and/or special occasions;
2. Checks operating condition of the bus before starting trip;
3. Reports any mechanical defects to immediate superior;
4. Maintains orderly conduct of students and passengers while on bus;
5. Checks tires and repairs flats;
6. Changes oil and lubricates automotive vehicles;
7. Assists mechanic in the repairing and overhauling of brake systems; differentials; transmissions, and front and rear axles;
8. Assists in grinding valves and the fitting of bearings, pistons, and rings;
9. Makes minor adjustments to points, plugs, and timing;
10. May act as a courier or runner picking up and delivering orders and parts.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of driving safety practices, and traffic laws, and regulations; ability to operate a bus under all driving and road conditions; working knowledge of standard automotive repair methods and the tools and terminology of the trade; mechanical aptitude; ability to follow oral and written instructions; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Completion of 30 college credits in Automotive Mechanics, Automotive Technology or related field;
- OR: (B) One (1) year of full-time experience in the repair and maintenance of automotive vehicles and/or construction or heavy equipment;
- OR: (C) An equivalent combination of education, and experience between the limits of (A) and (B) above.



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**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENT:**

Possession of a valid appropriate level Driver License or Commercial Driver License to operate a motor vehicle in New York State with proper endorsements (varies by appointing authority) at the time of appointment and to maintain position.

**NOTE:** In School Districts, driver must be at least 21 years of age. 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.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION: Non-Competitive**

**REVISION HISTORY: 8/14/86, 3/30/23**