

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** CUSTODIAL WORKER/ BUS DRIVER

**TITLE #:** 1202

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the performance of routine building cleaning and occasional minor maintenance tasks. Additionally, the work involves responsibility for driving a school bus on an assigned route and may require the performance of minor maintenance tasks in connection with such operation. Work is performed under the general supervision of the Superintendent of Schools or other designated supervisor. Does related work as a required.

**TYPICAL WORK ACTIVITIES:**

Cleans rest rooms, replenishes usable items;

Sweeps and mops floors and stairs, vacuums rugs; waxes and buffs floors;

Dusts desks, woodwork, furniture and other equipment;

Washes windows, walls, blackboards, sinks and other fixtures;

Polishes furniture and metal furnishings;

Empties waste baskets; collects and disposes rubbish;

Cleans snow and ice from walks; sands and salts walks and driveways;

May mow lawns, trim shrubs, rake leaves and perform a variety of other groundskeeping tasks as assigned;

Assists in the operation of an oil or gas fired low-pressure heating system, including checking boiler for temperature and pressure;

Delivers packages and messages; carries or transports using hand trucks;

Unloads and stores supplies and materials from vehicles;

Arranges chairs and tables and other equipment for special use of building or large floor areas;

Repairs window shades, replaces light bulbs;

Paints rooms and equipment and assists in making minor plumbing, carpentry and electrical repairs;

May make tour of buildings and grounds for security check and possible malfunctioning of facilities; reports any unusual conditions and facilities not functioning properly;

Operates a school bus on a regular schedule 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 regulations and practices;

Maintains orderly conduct of children on bus and provides reports/information to administrators as student conduct indicates;

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Keeps interior and exterior of bus clean and neat;

Maintains records of mileage, routes, times and incidents;

Prepares and maintains maps of routes and pick-up points to assure safe and timely transportation of student.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of building cleaning practices, supplies and equipment; ability to follow simple oral and written instructions; willingness to perform routine cleaning and other manual tasks; ability to get along well with others; good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under difficult driving or road conditions; ability to make minor repairs to the vehicle; ability to get along well with children and command their respect; mechanical aptitude; thoroughness; mental alertness; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Must possess and maintain a valid driver's license at the appropriate level, as determined by review and approval of appointing authority. Drivers must be at least 21 years of age.

**SPECIAL REQUIREMENTS:** Candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

**JURISDICTIONAL CLASSIFICATION:** Non-Competitive in School Districts and the Board of Cooperative Education Services.

REVISED: 11/20/13 AT