

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

CLASS TITLE: SCHOOL BUS DRIVER/ FOOD SERVICE HELPER

TITLE #: 1827

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for driving a school bus on an assigned route or on special occasions and may require the performance of minor maintenance tasks in connection with such operation. Additionally, the work involves responsibility for preparing and serving of food in a school cafeteria or other institution and involves the cleaning of kitchen equipment, utensils and dishes. Duties related to driving a school bus are performed under the general supervision of a Head Bus Driver or Supervisor of Transportation in accordance with established policies and procedures with wide leeway permitted for the exercise of independent judgement in carrying out the details of the work. Duties related to food service are performed under the direct supervision of a School Lunch Manager or Cook Manager. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a school bus on a 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;

Keeps interior and exterior of bus clean and neat;

Maintains records of mileage, routes, times and incidents;

May perform minor maintenance tasks such as changing oil, filling gasoline tanks, placing chains on wheels, changing tires, etc.

Prepares food trays; serves meals;

Fills sugar bowls, salt/pepper shakers, napkin containers, etc;

Cleans and cuts vegetables; warms and cuts baked goods; makes sandwiches;

Cleans trays, utensils, dishes, equipment and serving areas; washes dishes;

Assists with preparation of food as directed;

May act as cashier;

May perform school monitoring or custodial duties on a substitute basis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; working knowledge of the proper methods of serving food and of the care of tableware, glassware, silver and kitchen equipment; working knowledge of modern cleaning methods and the use of cleaning supplies and appliances; ability to operate a bus under difficult driving or hazardous road conditions; ability to make minor repairs to the vehicle; ability to follow simple oral and written directions; 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: 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 REQUIREMENT: Candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education, as determined by review and approval by appointing authority.

JURISDICTIONAL CLASSIFICATION: Non-competitive among School Districts.

ADOPTED: 1/13/03 ms

JURIS. CL. UPDATE: 2/9/04

REVISED: 6/20/07 ms

REVISED: 4/28/11 dr