

AUTOMOTIVE MECHANIC / SCHOOL BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district and involves the responsibility for performing a variety of vehicle, equipment repair, and maintenance tasks in combination with the responsibility for the operation of a school bus to and from school related activities. The work is performed under the direct supervision of the Head Mechanic, Head Bus Driver, Transportation Supervisor or Assistant Superintendent of Management Services with considerable leeway allowed for carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs skilled operations in making general repairs on gasoline, alternative fuel, and diesel motor equipment such as trucks, bus, passenger cars, tractors, and various maintenance equipment;
- Removes, disassembles, repairs and assembles components of automotive transmissions, both standard and automatic;
- Performs diagnostic analysis to determine repairs to, or replacement of, vehicles, trucks, and heavy equipment including but not limited to bearings, pistons and rings, water pumps, fuel pumps, shock absorbers, distributors, connecting rods, bearings, and tuning engines to specifications;
- Does trouble-shooting and makes repairs to automotive air conditioning systems;
- Repairs or overhauls ignition systems, brakes, differentials, carburetors, clutches,
- Transmissions and front and rear end axles;
- Straightens and welds frames and fenders, and performs body straightening and repairs;
- Adjusts steering mechanisms and aligns wheels;
- Operates machine shop equipment, to make and repair parts for automotive equipment;
- Makes repair estimates and prepares requisitions for materials and parts for both mechanical and body repairs;
- Operates electronic analyzing equipment for the diagnosing and repair of all motor equipment and uses computer software as appropriate;
- Checks automotive equipment for damaged, worn or defective parts by visual inspection, road tests and testing devices and makes or prescribes necessary repairs or replacements;
- Keeps repair and maintenance records;
- Inspects motor vehicles and school buses under the New York State Motor Vehicle Inspection Law;
- Operates a school bus on a regular schedule or for field trips and sporting events;
- Checks the operating condition of the bus before starting on a trip;
- Performs pre-trip and post-trip inspection of the school bus;
- Maintains orderly conduct of the children on the bus;
- Keeps the interior and exterior of the vehicle clean and neat;
- Maintains records of mileage, routes, times and incidents;
- Performs a variety of related tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of standard, advanced and specialized automotive repair methods and of the terminology and tools of the trade; Good knowledge of the purpose, function, operation, diagnostics, and repair of vehicles run on alternative fuels; Good

knowledge of the functioning of hydraulic systems, including troubleshooting and repair; Good knowledge of the functioning of various fuel systems, including diagnostics and repair; Skill in making technically difficult repairs to automotive and other mechanical equipment; Skill in the diagnostics and repair of electronic ignition systems; Ability to follow oral and written instructions; Mechanical aptitude. Good knowledge of driving safety practices and traffic laws and regulations; good knowledge of standard automotive repair practices; ability to operate a bus under difficult driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with children and professionally command their respect;

MINIMUM QUALIFICATIONS

- A. Graduation from high school or possession of a high school equivalency diploma and five years of experience as a skilled automotive mechanic
- B. Completion of a two-year automotive repair course and three years of experience as outlined in (A) above; OR

SPECIAL REQUIREMENTS:

Possession of a valid Commercial Driver's License with endorsements required by the department where position exists **at or within 90 days of date of appointment**. This license must be maintained throughout the tenure employment.

Maintenance of personal tools is required.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Adopted
CSC 12/17/24

JC: Non-Competitive* (PC)