

AUTOMOTIVE MECHANIC - BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Performs a variety of skilled work involving responsibility for the efficient and complete overhaul and repair of school buses and other automotive equipment, and drives a school bus as required. General instructions are received regarding the tasks to be performed, permitting considerable leeway in planning the details of each assignment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Performs skilled operations in the diagnosis, repair, and maintenance of gasoline and diesel school buses, cars, trucks, and other automotive equipment; Replaces or repairs motors, pumps, fuel pumps, generators, carburetors, and shock absorbers; Repairs ignition systems, transmissions, brake systems, differentials, and front and rear axles; Tunes engine and sets the timing; Makes minor welding repairs to automotive and related equipment; Uses a variety of machine tools such as lathes and drill presses; Inspects buses and equipment for needed repairs, overhauling, adjustment, or replacement of parts; Operates buses and other automotive equipment in connection with repair work; Adjusts steering mechanisms and aligns wheels; Adjusts connecting rods and bearings; May perform motor vehicle inspections; May repair and maintain grounds maintenance equipment; Operates a school bus on a regular run or on a substitute basis or on special occasions; May be required to obtain NYS DMV 19A Examiner credentials and NYS School Bus Driver Instructor Certification; May prepare and maintain time sheets for Bus Drivers and notify substitutes to appear for work.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of standard automotive repair methods and of the terminology, tools, and safety precautions of the trade; Skill in performing automotive maintenance and repair tasks; Skill in the safe and efficient operation of motor equipment; Ability to operate acetylene cutting and welding equipment; Ability to work from plans and rough sketches; Ability to understand written and oral instructions; Good motor, hand, and eye coordination; Dexterity; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Associate's Degree in automotive technology or mechanics; **OR**
- B. Graduation from a high school technical or vocational program in automotive mechanics and one year of experience in repair and maintenance of automotive equipment; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and two years of experience in repair and maintenance of automotive equipment.
- D. Three years of full-time verifiable experience in repair and maintenance of automotive equipment.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:

1. Eligibility for the appropriate level New York State Driver's License at the time of application. Possession of license at time of appointment.
2. School Bus Drivers must meet the qualifications of the applicable parts of Article 19A of the Vehicle and Traffic Law, Part 6 of the Regulations of the Department of Motor Vehicles (Commissioner's Regulations) and Section 156.3 of the Regulations of the Department of Education (Commissioner's Regulations).
3. Obtain a Motor Vehicle Inspector's Certificate issued by the State Department of Motor Vehicles within 6 months after permanent appointment and maintained during employment if the duties include vehicle inspection.

Note: Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Revised 3/30/84; 10/28/09; 4/12/19; 5/11/22; 2/17/23

Reviewed 1/25/19; 2/14/25