

CHAUFFEUR (SCHOOL DISTRICTS)

DISTINGUISHING FEATURES OF THE CLASS: Work primarily involves responsibility for the safe and economical operation and care of a station wagon or light delivery truck for transporting passengers or materials. Work may also involve the performance of routine tasks in the processing of audio-visual equipment and/or supplies and cleaning of buildings and equipment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Delivers equipment and supplies to the school assigned; May deliver money collected for school meals to the bank; Checks, adjusts, and makes simple repairs to audio-visual equipment; Delivers mail for the school district; Delivers messages, supplies, and materials; Washes, cleans, and lubricates vehicle; Checks oil, tires, mileage, and gasoline; Dusts chairs, desks, tables, and other furniture; Washes windows, walls, woodwork, water closets, tubs, and bowls; Sweeps, mops, and washes floors; May act as helper to Building Maintenance or the Print Shop.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the geography and traffic laws of the area; Ability to operate an automobile or light delivery truck; Familiarity with cleaning methods, materials, and equipment; Ability to understand and follow simple oral and written instructions; Manual dexterity; Dependability; Courtesy; Good physical condition.

MINIMUM QUALIFICATIONS: Candidates must be eligible for an operator's license issued by the New York State Department of Motor Vehicles at time of application. Possession is required at time of appointment and maintained during employment.

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 8/10/88; 5/11/22; 6/17/22; 6/19/23; 9/9/25
Reviewed: 3/10/21; 7/10/23