

School Chauffeur Tompkins County

Department: Various School Districts Throughout Tompkins County

Classification: Non-competitive for School Districts Only

Labor Grade: Varies by agency

Approved: Originally created 09/28/1973

Revised: 12/17

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

One year of experience in the operation of a light motor vehicle.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Eligibility for a New York State motor vehicle operator's license at the time of application; possession of such license at time of appointment and for the duration of employment. It shall be the appointing authority's responsibility to verify possession and ongoing maintenance of the driver's license.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is routine manual work involving the safe and economical operation and care of a light motor vehicle such as a passenger vehicle or a light delivery truck. The employee will perform maintenance tasks in connection with such operation when necessary. This job requires a willingness to perform a variety of routine tasks. The work is performed under general supervision with leeway allowed for carrying out the details of the work. The incumbent will perform all related duties as required.

EXAMPLES FOR WORK: (Illustrative only)

- Operates a light delivery truck in connection with the transporting of
- school district food supplies and equipment;
- Checks operating condition of vehicle before starting on a trip;
- Reports any mechanical defect to immediate supervisor;
- Maintains simple records and prepares reports relating to duties;
- Performs food service helper duties when not involved in driving.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the operation of light motor vehicles;
- Good knowledge of driving safety practices and traffic laws and regulations;
- Working know-ledge of the proper methods of serving food;
- Ability to operate light automotive equipment under all driving and road conditions;
- Ability to make minor repairs to the vehicle;
- Ability to understand and follow simple oral written directions;
- Mental alertness and dependability are required characteristics
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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