

Supply, Safety and Inventory Clerk Tompkins County

Classification: Competitive

Approved: Bd of Ed Mtg. 2/5/90

Revised: 5/93; 11/09; 8/16

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience as a School Bus Driver.

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

SPECIAL REQUIREMENTS:

(a) Appointees will be required to possess a New York State Class D operator's license at the time of application, obtain a CDL Class B permit within 90 days of appointment and complete all training and obtain a New York State CDL Class B license prior to the end of the one year probationary period. The employee must have the CDL-B license in their possession before they can transport passengers. New federal regulations require that, on or after October 1, 2005, school bus drivers with a NYS commercial driver license (CDL) must have a new "S" (school bus) endorsement. The "S" endorsement will be required to drive specific types of school buses. The license must be kept current and valid for the duration of employment.

(b) Applicants must satisfy requirements of Bus Drivers set forth in the rules and regulation of the New York State Commissioner of Education.

(c) The employee must be certified as a Department of Motor Vehicle 19/A examiner within one year of appointment.

NOTE: It is the responsibility of the School District or Municipality to ensure that the incumbent meets the criteria specified in (a), (b) and (c) above.

DISTINGUISHING FEATURES OF THE CLASS:

The Supply Safety and Inventory Clerk will inventory, organize and maintain all of the parts, supplies and fuel used by the school district's Transportation Department. He or she will assist the Supervisor in preparing reports by gathering all time and mileage data necessary to evaluate efficiency of the transportation program. The employee will train new school bus drivers and maintain the ongoing school bus safety program, geared primarily for children in grades kindergarten through third grade. The incumbent will substitute as a school bus driver as necessary and will serve as a Mechanic's Helper under the direction of an Automotive Mechanic on occasion. The work will be performed under the close and direct supervision of the Transportation Supervisor or other higher-level staff member. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Organize and inventory parts, supplies and fuel in the Transportation Department;
- Assist in training new bus drivers;
- Coordinate an ongoing school bus safety program primarily for grades K-3;
- Substitute as Mechanic Helper and School Bus Driver when necessary;
- Fuel and wash fleet buses and vehicles as assigned;
- Assist in acquiring time and mileage data to evaluate efficiency in accordance with New York State Laws and Board of Education Policy;
- Assist the filing of Bus Driver Vehicle Pretrip Inspection Reports;
- Update and maintain DMV 19/A files for DOT, DMV and SED inspection.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of the practices of inventory organization and control;

- Working knowledge of New York State Department of Motor Vehicles, Department of Transportation and Education Department Laws pertaining to pupil transportation;
- Ability to demonstrate excellent school bus-driving skills and possess a safe driving record;
- Ability to understand and follow oral and written instructions;
- Ability to work and communicate with adults and children;
- Ability to work with details requiring a high degree of accuracy;
- The employee's physical condition shall be commensurate with the demands of the position.

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