

SCHOOL CHAUFFEUR

TOMPKINS COUNTY

Department Various School Districts

Classification Non-Competitive*

Labor Grade Not assigned

Approved 9/28/73

Revised

By HH, Commissioner of Personnel

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. Performs maintenance tasks in connection with such operation when necessary. It 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. Does related work 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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the operation of light motor vehicles; good knowledge of driving safety practices and traffic laws and regulations; working knowledge 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; dependability; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: One year of experience in the operation of a light motor vehicle.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION: Eligibility for a New York State operator's license issued by the New York State Department of Motor Vehicles at time of application for employment; possession of license at time of appointment.

*NC status approved State Civil Service Commission 9/19/73.

10/4/88

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