

Manchester-Shortsville School – Substitute Vacancies for 2025-26
Starting salary: \$22.75/hr

AUTOMOTIVE MECHANIC – BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: These duties require the ability to perform maintenance and repair work of a skilled nature on buses and other automotive equipment and also require skill in the operation of a school bus. Insofar as the repair work is concerned, thorough knowledge of the automotive repair trade is required. General instructions are received concerning bus routes and maintenance and repair tasks with the incumbent exercising his own judgment in the normal course of his duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs skilled operations in the repair and overhaul of school buses and other automotive equipment owned by the school system;
Repairs or replaces motor pumps, fuel pumps, generators, carburetors and shock absorbers;
Repairs ignition systems, transmissions, brake systems, clutches and front and rear axles;
Makes a variety of other repairs on automotive equipment;
Operates a school bus on a regular schedule or on special occasions;
Checks the operating condition of the bus before starting on a trip;
Reports any mechanical defect to immediate superior;
Instructs or informs children about safety practices when entering and leaving bus;
Maintains orderly conduct of children on bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the standard practices, terminology, safety precautions and tools used in the maintenance and repair of automotive equipment; demonstrated ability to make difficult repairs to heavy automotive equipment; good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under all driving and road conditions; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of full-time paid work experience, or its part-time equivalent, as a skilled automotive mechanic in an automotive repair shop.

SUBSTITUTION: Possession of a vocational or technical training program Certificate in the repair of automotive or heavy equipment may be substituted for one (1) year of the required experience.

NOTE: Candidates must be at least at 21 year of age.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of appropriate New York State Operator's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

NOTE: In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.