

BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is manual work requiring skill in the operation and minor maintenance of a large automotive vehicle. The operator is responsible for the safety and conduct of the passengers. The work is performed under general supervision with considerable leeway giving the operator autonomy in carrying out the details of the work.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Operates a bus on a regular schedule or on special occasions;

Checks the operating condition of the bus before starting on a trip;

Reports any operating defect to immediate superior;

Informs passengers about safety practices;

May assist disabled or elderly passengers entering and departing the vehicle and in carrying their heavy packages, as needed;

May collect fares;

May deliver supplies and meals to various sites within the County and to the homebound;

Keeps interior and exterior of vehicle clean and neat;

May be required to perform minor maintenance tasks on the vehicles;

Maintains records of mileage, routes, times and incidents;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under difficult driving and road conditions; ability to make minor repairs to the vehicle;

BUS DRIVER
Page 2

ability to understand and follow simple oral and written directions; ability to get along well with people; mechanical aptitude; mental alertness; and dependability.

MINIMUM QUALIFICATIONS: Possession of a valid Commercial Driver's License with a "B" Classification (CDL-B) **and** Passenger Endorsement.

In addition, candidates must fulfill all employment requirements in accordance with Article 19-A of the New York State Vehicle and Traffic Law before appointment.

Retyped into Microsoft Word on 8/6/04
Revised in Z: Draft Spec (Sheila) on 10/19/05
Placed in classplan on 10/21/05
Revised in SC Personnel Classplan 7/31/18
Revised and Replaced in Classplan: 12/29/2022
Revised in Classplan: 3/10/2023

Y:\CLASPLAN\Bus Driver.doc
Last Reviewed: June 7, 1989
Jurisdictional Class: Competitive Non-Competitive
Public Hearing: Yes
NYS Civil Service Commission Approval: Yes