

BUS DRIVER

GENERAL STATEMENT OF DUTIES: Drives a bus or van on assigned route and special assignments; may perform minor maintenance tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is manual work of average difficulty requiring skill in the operation of a large automotive vehicle. The operator is responsible for the safety and conduct of the public who are passengers. The work is performed under general supervision with considerable leeway allowed the operator in carrying out the details of the work. In smaller municipalities, may be required to assist in the scheduling and routing of the vehicles and drivers.

EXAMPLES OF WORK: (Illustrative Only)

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

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

Reports any operational defect to immediate superior;

Transports various community groups (i.e., children, youths, elderly) to and from various locations in connection with a municipally operated program such as a community center, nutrition program, recreational facility, etc.;

Assists elderly passengers in boarding vehicle;

Keeps interior and exterior of vehicle clean and neat;

May be required to operate a station wagon or other similar vehicle;

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

Maintains records of mileage, routes, times and incidents;

Prepares and maintains maps of routes and pick-up points;

May perform daily errands in connection with facility, programs;

May perform general maintenance around facility;

May be required to assist in the scheduling and routing of vehicles and drivers.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus/van under difficult driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with the public; mechanical aptitude; mental alertness; dependability; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None.

SPECIAL REQUIREMENTS: License appropriate to the vehicle to be operated at time of appointment. Drivers must be at least 21 years of age.

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