

MINIBUS DRIVER

Department: Human Services
Classification: Non-Competitive
Specification Number: 1960
Approved: 4/27/23
Revised: By JG

MINIMUM QUALIFICATIONS

Possession of the appropriate license issued by the New York State Department of Motor Vehicles.

NECESSARY SPECIAL REQUIREMENT

Drivers must be at least (18) eighteen years of age. License must be maintained throughout employment in this position.

DISTINGUISHING FEATURES OF THE CLASS

Under supervision, an employee in this class transports senior citizens to and from designated areas on an established bus route operated by the Town. The incumbent operates a bus within flexible time frames, and varying routes as directed, exercising independent judgment in order to adhere to such schedules as are established. The incumbent is responsible for testing the vehicle to determine whether it meets standards of safety and passenger comfort and for reporting maintenance and repair needs. Detailed instruction and supervision are given at the beginning of employment and on new assignments, but regular assignments are performed more independently as experience and skill are gained. Performs related work as required.

TYPICAL WORK ACTIVITIES

- Operates a passenger bus to transport elderly persons along established routes at varying times;
- Operates a mechanical or manual wheelchair lift on the vehicle, as needed;
- Services and performs minor maintenance work on assigned bus;
- Loads, transports, and delivers meals to homebound citizens;
- May assist passengers to and from bus;
- Reports all necessary repair needs to supervisor;
- Transports supplies, equipment and interoffice mail as needed;
- Maintains order on bus and an atmosphere conducive to safe transportation of passengers.

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Good knowledge of vehicle operation and familiarity with the vehicle being operated; good knowledge of New York State Vehicle and Traffic law pertaining to the type of vehicle being operated; good knowledge of the safety standards and safety features of the vehicle being operated, including a manual and/or mechanical wheelchair lift for handicapped persons if appropriate; good judgment in dealing with those who need assistance; good knowledge of the geography of the area in which the vehicle will be operated; skill in operating the vehicle; ability to operate the vehicle safely and efficiently in traffic and under adverse weather conditions; ability to test equipment and safety features of the vehicle; empathy in handling sensitive human problems; ability to keep records; patience; tact; physical condition commensurate with the demands of the position.