

BUS DRIVER

Department: Human Services
Classification: Non-Competitive
Specification Number: 1950
Approved: 4/27/23
Revised: By JG

MINIMUM QUALIFICATIONS

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

DISTINGUISHING FEATURES OF THE CLASS

Under supervision, an employee in this class transports passengers to and from designated areas on an established bus route operated by the Town. The incumbent operates a bus within scheduled time frames, and uses some independent judgment in maintaining adherence to the schedule. The incumbent is responsible for testing buses to determine whether they meet 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 is gained. Does related work as required

TYPICAL WORK ACTIVITIES

Operates a bus along a fixed route, stopping at designated areas to pick up and discharge passengers;
Services and performs minor maintenance work on assigned bus;
May assist passengers to and from bus;
Reports all necessary repairs to supervisor or mechanic;
Answers questions regarding bus system and maintains good relations with passengers and public;
Maintains order on bus and an atmosphere conducive to safe transportation of passengers.

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Good knowledge of bus operation and thorough familiarity with the operational handbook for the model bus being driven; good knowledge of New York State Vehicle and Traffic law pertaining to passenger bus operation; good knowledge of safety standards and safety features of buses; good knowledge of the geography of a municipality; skill in operating a passenger bus; ability to operate a bus safely and efficiently in traffic, and under adverse weather conditions; ability to test equipment and safety features of buses; ability to detect operational malfunctions of buses; ability to read and interpret bus operational manuals, timetables and all signs and signals effecting safe passenger bus operation; ability to prepare simple written reports; ability to perform simple arithmetic computations; ability to deal tactfully and courteously with public and passengers; physical condition commensurate with the demands of the position.