

BUS DRIVER (OFFICE OF THE AGING)

DISTINGUISHING FEATURES OF THE CLASS: This is manual work of average difficulty requiring skill in the operation of a large automotive vehicle on an assigned route. The operator is responsible for the safety and well being of the passengers and for performing minor maintenance tasks in connection with the operation of the vehicle. The work is performed under general supervision with considerable leeway allowed the operator in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Operates a bus as scheduled and on special occasions; Checks the operating condition of the bus before starting on a trip; Reports any operational defect to immediate superior; May assist passengers on and off the vehicle; Secures wheel chairs, baggage, parcels and other passenger owned articles before setting vehicle in motion; Maintains records and logs as required; Reports accidents and other unusual occurrences to supervisor; 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.

FULL PERFORMANCE, KNOWLEDGE, 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; Ability to understand and follow simple oral and written directions; Ability to get along well with older persons and command their respect; Mechanical aptitude; Mental alertness; Dependability; Good physical condition.

MINIMUM QUALIFICATIONS: (1) Eligibility for the appropriate level New York State Drive License at the time of application. Possession of license at time of appointment. (2) 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 Department of Motor Vehicles.

Revised 8/9/88

Reviewed 11/4/98