

BUS DRIVER (OFA & Veterans)

DISTINGUISHING FEATURES OF THE CLASS: This is manual work of average difficulty requiring skill in the operation of a large automotive vehicle or passenger van 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 or passenger van as scheduled and on special occasions; Checks the operating condition of the vehicle 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 or passenger 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 passengers and command their respect; Mechanical aptitude; Mental alertness; Dependability; Good physical condition.

MINIMUM QUALIFICATIONS: (1) Eligibility for a New York State Commercial Driver's License, Class B, with a passenger (P) endorsement at time of application. Possession of a CDL, Class B with passenger (P) endorsement license at the time of appointment. (2) Drivers must be at least 21 years of age. (3) Good physical condition.

NOTE: Candidates must satisfy the requirements for Bus Driver set forth in the Rules and Regulations of the New York State Department of Motor Vehicles.

SPECIAL REQUIREMENT: Good physical condition as demonstrated by a physical examination by the County's Medical Director or licensed medical examiner prior to appointment and subject to the same condition annually thereafter by a physical examination by the County's Medical Director or licensed medical examiner designated by the County.

NOTE: Municipalities that experience difficulty in recruiting fully qualified drivers, (i.e., individuals with the CDL), may hire individuals with a CDL learner's permit and establish a formal, in-house training program geared toward preparing these drivers to take and pass the road test to obtain the appropriate license. The training program must be successfully completed within 6 months and the appropriate license obtained before the individual drives a school bus with students or is assigned a regular bus route.

Revised 8/9/88; 08/25/09; 7/9/18
Reviewed 11/4/98; 9/15/21; 2/7/22

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