



## DUTCHESS COUNTY CLASS SPECIFICATION

## BUS DRIVER III

DATE ADOPTED: 3/22/2022

LAST REVISION: 1/3/2024

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### **DISTINGUISHING FEATURES OF THE CLASS:**

This is manual work of higher difficulty requiring skill in the operation of a diesel, electric, hybrid etc. bus used to transport passengers. The operator is responsible for the safety and conduct of the passengers. This class differs from other bus driver positions in that it requires a higher degree of driving skill and compliance with 19A certification requirements. This is a safety sensitive position and is subject to pre-employment DOT drug testing and ongoing DOT drug and alcohol testing. The work is performed under general supervision with considerable leeway allowed to the operator for independent judgment in carrying out the details of the work. This position reports to a higher level supervisory or management positions. Days and shifts will vary, and incumbent must be able to work a flexible schedule including days, evenings and weekends.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level bus driver titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Operates a diesel bus on a regularly scheduled route and/or on special occasions, providing assistance to passengers when entering and exiting the bus as needed;
2. Checks the operating condition of the bus before starting on a trip and maintains vehicle maintenance check forms;
3. Performs daily vehicle safety checks (pre-trip and post trip) and reports any vehicle malfunctions to a supervisor;
4. Maintains accurate accounting of daily passenger sheets and reports any changes during revenue service;
5. Instructs passengers about safety practices when entering and/or leaving bus and responds to public inquiries as to the bus schedule and procedures, when asked;
6. Maintains orderly conduct of passengers while on bus;
7. Adheres to the schedule without exceeding posted speed limits;
8. Reports all bus and passenger accidents/incidents to supervisor in a timely fashion and completes accident/incident and vehicle maintenance reports;
9. Complies with all Federal, State and Dutchess County Public Transit System policies and procedures.
10. May clean interior and exterior of assigned vehicle;
11. May be required to perform minor maintenance or cleaning tasks on the vehicle;
12. May be required to administer basic first aid to passengers injured on the bus or alert appropriate personnel;
13. May perform simple clerical tasks such as completing forms, filing, sorting, and/or printing of various materials;
14. May fuel buses or other vehicles.



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**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of driving safety practices and New York State Vehicle and Traffic laws and regulations; ability to operate a diesel bus under all driving and road conditions; ability to make minor repairs to the vehicle; ability to communicate both orally and in writing, ability to follow oral and written instructions; ability to keep records; ability to get along well with passengers and command their respect; ability to lift items weighing up to 25 lbs.; Personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

None

**SPECIAL REQUIREMENTS:**

Candidates must possess the following:

1. A valid New York State Commercial Driver's License (CDL) Class B with passenger and airbrake endorsement at time of application and to maintain position; **A copy of the current valid license is required at time of application in order to be able to be considered for appointment and**
2. 19A Qualification prior to employment commencing and for duration of employment.

**COUNTY USE ONLY:**

<b>BARGAINING UNIT/GRADE: CSEA-8/ 12</b>		<b>JURISDICTIONAL CLASSIFICATION: Competitive</b>	
<b>EEO Category: Service/Maintenance</b>	<b>FLSA Code: OT Eligible</b>	<b>WC Code: 8394</b>	<b>NYSLRS Job Code: 03600E</b>
<b>REVISION HISTORY: 3/22/22 1/3/24</b>			