

BUS DRIVER I

DISTINGUISHING FEATURES OF THE CLASS:

This is manual work of average difficulty requiring skill in the operation of an automotive vehicle used to transport passengers and/or food. The operator is responsible for the safety and conduct of the passengers. 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.

TYPICAL WORK ACTIVITIES:

The following is 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 vehicle on regular schedule and/or on special occasions;
2. Checks the operating condition of the vehicle before starting on a trip;
3. Reports any mechanical defect to immediate superior;
4. Checks and fills vehicle with fuel;
5. Instructs adult passengers about safety practices when entering and/or leaving bus;
6. Maintains orderly conduct of adult passengers while on bus;
7. Completes accident and vehicle maintenance reports;
8. May clean interior and exterior of assigned vehicle;
9. May be required to administer first aid to adult passengers injured in vehicle.
10. May be required to assist in cleaning buildings such as dust furniture, wash windows, clean bathrooms, gather and dispose of refuse, wash floors, and clean and polish furniture;
11. Perform maintenance on automotive vehicle and/or buildings and grounds;
12. Perform simple clerical tasks such as filing, sorting and/or printing of various materials;
13. Assist with packaging and delivering of meals, newsletters and/or menus to clients;
14. Accept donations and provide receipts per NYS guidelines for voluntary contributions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a vehicle under all 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 adult passengers and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application, and to maintain the position.

ADOPTED: 05/18/21