

Department: In all Civil Divisions
Classification: Non-Competitive
Grade: 6

SPEC DISK H3
DOCUMENT 36

BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for operating a bus on an assigned route and may perform minor maintenance tasks. This work requires skill in the operation of a large automotive vehicle. The operator is responsible for the safety of the passengers, adherence to schedules and cleanliness of the vehicle inside and out. The work is performed under general supervision of a higher level position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a bus on a regular schedule or on special occasions;
Checks the operating condition of the bus before starting on a trip;
Reports any mechanical defects to immediate superior;
Transports elderly or handicapped persons on shopping trips, for appointments or special events;
Keeps trip log including times, mileage, gas and oil consumption and routes;
Confers with group leaders, institutional officials and others regarding schedules and routes;
Cleans interior and exterior of vehicle;
May be required to operate a station wagon or other similar vehicle;
May be required to perform minor maintenance tasks on the vehicle.

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 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 people and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Candidates must be eligible for an appropriate New York State Driver's License.

Revised: May 3, 2007