



**DATE:** September 14, 2023

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is not a competitive class position.)

**FROM:** Toni Roser, Director of Public Transportation  
1 Danny Circle, Kingston, NY 12401

**JOB VACANCY:** Bus Driver / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** Ulster County Area Transit

**SALARY:** \$23.15 / hour (Grade 10)

**FILL DATE:** October 5, 2023

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility of operating a bus in a municipality or an Ulster County Area Transit System bus in accordance with established procedures. An incumbent in this class is responsible for the safe and efficient operation of the vehicle and for the safety of all passengers. Work is performed under the general supervision of a higher level employee with wide leeway allowed in the performance of work details. The incumbent while employed by a municipality may be required to perform minor building and vehicle maintenance tasks as needed. The incumbent while employed by the Ulster County Area Transit System may be required to clean buses, participate in special events and perform minor clerical work. In emergency situations, an incumbent may be required to dispatch as directed. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, 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 carry out simple oral and written instructions; ability to get along well with passengers; mechanical aptitude; mental alertness; dependability; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a valid New York State Commercial Driver's License (CDL), Class B with a passenger "P" endorsement and proof of passing an air brake test, which included air over hydraulic brakes, is required at time of appointment and during the term of employment.

**Special Note:** In accordance with Department of Transportation (DOT) 49CFR40, all prospective employees will undergo drug/alcohol testing prior to appointment and will undergo random drug/alcohol testing during the course of employment.

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.