

DATE: October 16, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Toni Roser, Director of Public Transportation
1 Danny Circle, Kingston, New York 12401

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

LOCATION: UC Area Transit

SALARY: \$23.86 / hour (Grade 10)

FILL DATE: November 6, 2025



DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of operating an Ulster County Area Transit bus and dispatching for the Department of Public Transportation office 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 and routine dispatching duties. Work is performed under the general supervision of a higher level employee with leeway allowed in the performance of work details. The incumbent may be required to clean buses, participate in special events and perform minor clerical work. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; good knowledge of the geography of the county; skill in operating a bus under difficult driving conditions; ability to operate radio equipment; ability to get along well with others; ability to maintain records; ability to make minor repairs to the vehicle; ability to understand and carry out oral and written instructions; mechanical aptitude; mental alertness; dependability; good diction; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma; **OR**
- B. One year of experience as a two-way radio operator, dispatcher, or in related work.

Special Requirements: 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.