

## **BUS DRIVER TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a traineeship position in which appointees receive classroom training and on-the-job training designed to provide essential skills and knowledges necessary for the operation of an Ulster County Area Transit System bus. Trainees are advanced to the full performance position of Bus Driver once they have obtained a valid New York State Commercial Driver's License, Class B with a passenger "P" endorsement and have provided proof of passing an air brake test, which included air over hydraulic brakes. The incumbent may be required to operate a van and clean buses. Work is performed under the direct supervision of a higher-level employee in accordance with well-established policies and procedures. Supervision is not a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Receives classroom and on-the-job training in the operation of an Ulster County Area Transit System bus;

Trains in and assists in checking the operating condition of the bus prior to and at the end of a trip, participating in performing pre-trip and post trip inspections;

Trains in and may participate in performing minor maintenance tasks on vehicles as necessary;

Operates a van when needed;

Helps passengers embark and disembark from vehicles;

May clean interior and exterior of vehicles;

May perform minor clerical tasks as needed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus or van 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.

**MINIMUM QUALIFICATIONS:** Possession of a valid New York State Driver's License appropriate for the class of the vehicle being operated.

**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.

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Classification: Proposed Non-Competitive

Grade: 9

Union: CSEA

Adopted: June 13, 2019

Grade reallocated: January 1, 2023