

## **BUS DRIVER**

**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.

**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.

### **WHEN EMPLOYED BY THE ULSTER COUNTY AREA TRANSIT SYSTEM**

Operates a bus on a regular schedule or on special occasions;

Checks the operating condition of the bus prior to and at the end of a trip, performing pre trip and post trip inspections;

Completes Drivers Daily Reports and as necessary may be required to complete NTD (National Transit Database) Count Sheets and Passenger Mile Count Sheets for FTA (Federal Transit Administration) reporting;

Prepares detailed written reports concerning accidents, incidents, breakdowns and mechanical defects as necessary;

Inputs daily route information in Mobile Data Terminals including passenger boarding and alighting, fare types, fare collected and mileage;

Reports any operational defect to immediate supervisor;

Maintains two-way radio contact with Dispatch to relay vital information to maintain efficient transit operations, including vehicle breakdowns, accidents, or interruption in service;

Keeps interior and exterior of vehicle clean and neat;

Performs minor maintenance tasks on the vehicle as necessary;

Maintains records of mileage, routes, times and incidents;

Helps passengers embark and disembark bus;

Performs minor clerical tasks as needed.

**WHEN EMPLOYED BY A MUNICIPALITY**

- Operates a bus on a regular schedule or on special occasions;
- May operate a bus for special trips of a recreation program;
- Checks the operating condition of the bus before starting on a trip;
- Reports any operational defect to immediate supervisor;
- Keeps interior and exterior of vehicle clean and neat;
- May be required to perform minor maintenance tasks on the vehicle;
- Maintains records of mileage, routes, times and incidents;
- Prepares and maintains maps of routes and pick-up points;
- Helps passengers embark and disembark bus;
- Loads, unloads or moves materials and equipment;
- Performs minor building maintenance activities such as changing light bulbs, etc;
- Performs housekeeping functions such as mopping, sweeping and emptying wastebaskets;
- Shovels snow from sidewalks and roadways;
- Performs minor clerical tasks as needed.

**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.

ULSTER COUNTY  
0960 BUS DRIVER  
Classification: Non-Competitive  
Grade: 8  
Union: CSEA

Adopted: April 11, 1978  
Revised: September 8, 1980  
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