

## **BUS DRIVER/ DISPATCHER**

**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.

**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.

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;

Answers the telephone to take requests for transportation services;

Inputs daily route data into the DDR database;

Monitors and updates daily bus routes using fixed route and scheduling software;

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; 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.

ULSTER COUNTY  
0965 BUS DRIV/ D  
Classification: Competitive  
Grade: 8  
Union: CSEA

Adopted: December 17, 1997  
Revised: March 24, 2011  
Revised: August 28, 2013