

DMV BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of operating a motor vehicle bus for transporting employees of the Ulster County Department of Motor Vehicles to designated town locations to enable processing of Motor Vehicle transactions for the public. An incumbent in this class is responsible for the safe and efficient operation of the vehicle and for the safety of the employees. Work is performed under the general supervision of a higher level employee with leeway allowed for independent judgment in carrying out work details. The incumbent is required to manage and direct Motor Vehicle customers throughout the day. The incumbent may be required to clean and maintain buses as needed. 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 MV bus on a regular schedule;

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

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

Reports any operational defect to Deputy County Clerk;

Keeps interior and exterior of vehicle clean and neat;

Schedules routine maintenance as needed and/or required;

Maintains records of mileage, gas usage and other incidents;

Provides information and helps customers with DMV forms;

Helps customers embark and disembark bus;

Maintains an orderly flow of customers throughout the day;

Ensures the safety of employees when dealing with the public;

Ensures computer cables and electrical hook-ups are connected;

Deals with repair and maintenance personnel ensuring the daily computer and electrical operation of the bus;

Obtains relief drivers as needed;

Performs minor clerical tasks as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of automotive vehicle operation; good knowledge of automotive maintenance practices; good knowledge of safety procedures, traffic rules and regulations; good knowledge of the geography of the area; good knowledge of basic DMV transaction processing; working knowledge of Motor Vehicle procedures; ability to understand and carry out oral and written instructions; ability to get along well with others; mental alertness; dependability; reliability; tact; courtesy.

MINIMUM QUALIFICATIONS: Possession of a valid New York State Commercial Driver's License (CDL), Class B with air brakes, at time of appointment and during the term of employment.

ULSTER COUNTY
2808 DMV BUS DR
Classification: Non-Competitive
Grade: 9
Union: CSEA

Adopted: July 30, 2020