

MUNICIPAL BUS DRIVER*

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the skilled operation of a motor vehicle, defined as a bus by Vehicle and Traffic Law, to safely transport passengers. The work requires interacting with and assisting passengers, including senior citizens and individuals with special needs. Incidental duties related to bus operation are usually performed and other kinds of work may be assigned when not operating a bus, provided it is occasional or limited to basic laboring tasks. The work is performed under the general supervision of a department head or higher-level administrator according to strictly prescribed procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a bus, special mobility vehicle, or other passenger vehicle defined and used as a bus, on regularly scheduled runs, for specified destination service and/or to and from special events;

Maintains a timely driving schedule for passenger pick-up and drop-off;

Collects bus fares and sells bus tickets;

Provides service information to passengers and physically assists passengers in need of help, including the securing of wheelchairs, walkers and scooters;

Inspects bus to ensure safe operation and use before each run or schedule;

Maintains order and discipline among passengers as necessary;

Maintains inspection and operation records;

May operate a two-way radio to receive and transmit messages and operates a mobile data computer (MDC), which receives and transmits data and messages;

May perform routine dispatching duties under appropriate supervision;

May perform simple, routine incidental duties between scheduled runs, such as bus maintenance/cleaning, courier duties, transporting buses and vehicles for service and maintenance, sweeping and cleaning bus storage facilities, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of passenger vehicles; good knowledge of basic math skills; working knowledge of Vehicle and Traffic Law and regulations of the Commissioner of Motor Vehicles as they pertain to passenger transportation; demonstrated skill in operating a passenger bus under all driving and road conditions; ability to understand and follow simple oral and written instructions; ability to get along well with others.

MINIMUM QUALIFICATIONS: Possession of a Commercial Driver's License (CDL), Class A, B or C with Passenger (P) Endorsement. Must be at least eighteen (18) years of age and have two (2) years of licensed driving experience.

SPECIAL REQUIREMENTS:

1. The appointing authority shall have the responsibility for verification of the appropriate driver license for the vehicle(s) being operated, which may be checked throughout the course of employment in this title, as well as ensuring that any additional requirements imposed by Article 19-A of the Vehicle and Traffic Law as specified in Part 6 of the Regulations of the Commissioner of Motor Vehicles are met.

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2. Incumbents will be required to be in good physical health as prescribed by the Commissioner of Motor Vehicles.

*The title Bus Driver has been retitled to Municipal Bus Driver.