

MUNICIPAL BUS DRIVER AND CLERK*

DISTINGUISHING FEATURES OF THE CLASS: This is routine work within a municipal bus service involving transportation of passengers through the operation of a motor vehicle defined as a bus by the Vehicle and Traffic Law. The incumbent also performs clerical work including but not limited to counting and wrapping money, preparing bank deposits and keeping simple passenger information records. In addition, physical, hands-on assistance such as holding tools, lifting tires, etc., is provided to automotive mechanics as needed. Work is performed under the direct supervision of a higher level position within the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a bus, station wagon 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 discharge;
Collects fares and issues transfers;
Provides service information to passengers and physically assists passengers in need, when required;
Checks bus to assure safe operation and use before each run or schedule;
Washes buses and repairs seats;
Counts and wraps money turned in by all drivers;
Prepares bank deposits;
Keeps simple records such as the number of senior citizen and handicapped passengers, money collected by each driver, etc.;
Provides hands-on assistance to mechanics in the maintenance, repair and overhaul of buses by holding tools, lifting tires and parts, etc.;
May perform other routine clerical work as required, provided it does not denote a significant amount of time;
May operate a two-way radio to receive and transmit messages.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of passenger vehicles; demonstrated skill in operating a motor vehicle used as a bus; ability to understand and follow simple oral and written instructions; familiarity with the Vehicle and Traffic Law and regulations of the Commissioner of Motor Vehicles as they pertain to passenger transportation; good physical condition as prescribed by the Commissioner of Motor Vehicles.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of licensed driving experience.

NOTES:

1. Work experience in the field of transportation other than driving or strictly laboring duties may be substituted for education on a year-for-year basis.
2. The appointing authority shall have the responsibility for verification of the appropriate driver's license for the vehicle(s) being operated as well as for 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.

*This is a re-titling of Bus Driver and Clerk.