

MUNICIPAL BUS DRIVER III*

DISTINGUISHING FEATURES OF THE CLASS: This is primarily routine work within a municipal bus service involving the safe transportation of passengers through the skilled operation of a motor vehicle defined as a bus by the Vehicle and Traffic Law. Considerable aptitude in handling and helping certain passengers may be involved as services may be directed to special groups such as children, the elderly or mentally, socially or physically challenged individuals, etc. Incidental duties related to bus operation are usually performed. The work is performed under general supervision of the Transit Operations Supervisor (Towns) according to strictly prescribed procedures. In addition, the incumbent is responsible for the operation of the bus service during the absence of both the Transit Operations Supervisor (Towns) and the Bus Driver/Clerk after their normal work hours and on Saturdays. 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, specified destination service and/or to and from special events;
Checks bus to assure safe operation and use before each run or schedule;
Maintains a timely driving schedule for passenger pick-up and discharge;
Provides service information to passengers and physically assists passengers in need of help, including the securing of wheelchairs;
Maintains order and discipline among passengers as necessary;
Maintains inspection and operation records;
Collects fares and issues transfers;
May operate a mobile two-way radio, receiving and transmitting messages;
May perform simple routine, incidental duties between scheduled runs, such as bus maintenance and cleaning, courier duties, etc.

DUTIES TYPICALLY PERFORMED IN ABSENCE OF SUPERVISOR:

Calls in or re-assigns drivers and realigns bus routes if necessary;
Secures the building and main gate each evening and on weekends;
Removes the cash box from each bus used on the shift;
May perform routine dispatching duties in accordance with established guidelines.

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; ability to supervise the work of others; 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: At least eighteen (18) years of age and four (4) years of licensed driving experience.

NOTE: The appointing authority shall have the responsibility for verification of the appropriate driver 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.

PROMOTION: One (1) year as a Municipal Bus Driver or similar title.

*This is a re-titling of Bus Driver III.