

## **MUNICIPAL BUS DRIVER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is 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. The work requires interacting with and assisting passengers, including those with special needs and senior citizens. 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, but according to strictly prescribed procedures. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Operates a bus, special mobility vehicle (MV-1), 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 bus fares (e.g. cash and checks) 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;

Checks bus to assure 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; demonstrated skill in operating a motor vehicle used as a bus; good knowledge of basic math skills in order to make change for customers; 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 judgment; dependability; good physical condition as prescribed by the Commissioner of Motor Vehicles.

**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 two (2) 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 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.

R.C.D.P. (04.03.2014) 11.15.2015 - Job specification may be subject to further revision  
Non-competitive