

## **BUS DRIVER (OFA & Veterans)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is manual work of average difficulty requiring skill in the operation of a large automotive vehicle or passenger van on an assigned route. The operator is responsible for the safety and well-being of the passengers and for performing minor maintenance tasks in connection with the operation of the vehicle. The work is performed under general supervision with considerable leeway allowed for operator in carrying out the details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Operates a bus or passenger van as scheduled and on special occasions; Checks the operating condition of the vehicle before starting on a trip; Reports any operational defects to immediate superior; May assist passengers on and off the vehicle; Secures wheelchairs, baggage, parcels, and other passenger-owned articles before setting vehicle in motion; Maintains records and logs as required; Reports accidents and other unusual occurrences to supervisor; Keeps interior and exterior of vehicle clean and neat; May be required to operate a station wagon or other similar vehicle; May be required to perform minor maintenance tasks on the vehicle; Maintains records of mileage, routes, times and incidents; Prepares and maintains maps of routes and pick-up points.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of driving safety practices and traffic laws and regulations; Ability to operate a bus or passenger van under difficult driving and road conditions; Ability to make minor repairs to the vehicle; Ability to understand and follow simple oral and written directions; Ability to get along well with passengers and command their respect; Mechanical aptitude; Mental alertness; Dependability; Good physical condition.

**MINIMUM QUALIFICATIONS:** (1) Drivers must be at least 21 years of age. (2) Good physical condition.

**SPECIAL REQUIREMENT:** Appointees will be required to possess a valid New York State motor vehicle operator's license and maintain it during employment.

**SPECIAL REQUIREMENT:** Good physical condition as demonstrated by a physical examination by the County's Medical Director or licensed medical examiner prior to appointment and subject to the same condition annually thereafter by a physical examination by the County's Medical Director or licensed medical examiner designated by the County.

Revised 8/9/88; 08/25/09; 7/9/18; 7/27/23  
Reviewed 11/4/98; 9/15/21; 2/7/22