

BUS DRIVER II

A Bus Driver II will operate a bus and performs a variety of safety checks and minor maintenance tasks in connection with such operation. This is skilled work calling for services of an experienced automotive operator. Work involves considerable responsibility for safety of passengers carried on regularly scheduled trips. Work is performed under the general supervision of a supervisor of transportation, head bus driver or other superior.

A description of the duties and minimum qualifications is listed below.

Please complete the Chautauqua County Application for Examination or Employment (available on this Website) and send it to:

Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, NY 14757

Equal Opportunity Employer

BUS DRIVER II

DISTINGUISHING FEATURES OF THE CLASS: Operates a bus and performs a variety of safety checks and minor maintenance tasks in connection with such operation. This is skilled work calling for services of an experienced automotive operator. Work involves considerable responsibility for safety of passengers carried on regularly scheduled trips. Work is performed under the general supervision of a supervisor of transportation, head bus driver or other superior. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a bus with a seating capacity of up to 25 passengers in accordance with a prescribed schedule;
Transports passengers and assists passengers onto and off of the vehicle as necessary;
Operates the wheelchair lift and wheelchair securement systems and performs other Americans with Disabilities Act (ADA)-related responsibilities;
Supervises work of bus aides when assigned;
Provides peer training to other driver and bus aide employees;
Performs pre and post-service vehicle safety checks in accordance with a prescribed checklist;
Notifies Maintenance Department of noted vehicle deficiencies;
Completes daily log sheets, manifests, and other related documentation as required;
Issues ride tickets and transfers, calculates and collects fares;
Informs passengers of safety practices when entering and leaving the bus;
Maintains orderly conduct of passengers on bus.
Maintains a clean bus inside and out;
Attends meetings and classes as required;

When assigned to a school district:

Operates a school bus on a regular schedule or on special occasion;
Transports passengers to and from recreation areas;
Checks bus fluids and tires before starting on a trip;
Puts chains on tires and changes tires;
Informs passengers of safety practices when entering and leaving the bus;
Maintains orderly conduct of passengers on bus.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of a bus; good knowledge of safety practices and traffic laws and regulations; ability to understand and follow detailed oral and written directions; ability to relate with the public in a positive manner and handle sensitive human problems; mechanical aptitude; industry; dependability; good judgment, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Five (5) years of experience in the operation of a motor vehicle.

ADDITIONAL REQUIREMENTS:

When assigned to Chautauqua County Department of Public Facilities, CARTS Division:

- A. Possession, at the time of appointment, of a valid motor vehicle operator's license equivalent to a New York State Class D Operator's License. Possession of a valid motor vehicle operator's license of sufficient class to legally operate a passenger vehicle with a Gross Vehicle Weight Rating (GVWR) of up to 26,000 pounds and transporting 15 or more passengers within six (6) months after appointment.
- B. Required motor vehicle operator's license must at all times show a record suitable for insurability under county insurance as to DWI and moving violation standards in effect.
- C. This position is subject to the Federal Transit Administration's Drug and Alcohol Testing Program requirements. Passing a drug test is a condition of employment.

When assigned to a school district:

- A. Possession, at time of appointment and during service in this classification, of a valid NYS Class B CDL with "P" and "S" endorsements.
- B. Candidates must be at least 21 years of age and complete training requirements specified by the NYS Department of Education pursuant to 8 NYCRR Education (A) Part 156.

Revised 1973

Revised (format) 5/6/85

Revised, Min. Quals; Special Requirements 2/7/89

Revised, Min. Quals 3/97

Revised, 1/2001

Revised, May 31, 2002 for Drug Test requirements.

Revised , October 17, 2008 (Add "S" endorsement when assigned to a school district)

Bus Driver II.doc