

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: BUS DRIVER

TITLE #: 1110

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work calling for services of a skilled operator. Operates a bus and performs a variety of minor maintenance tasks in conjunction with such operation. Work involves considerable responsibility for safety of passengers and is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a bus on a regular schedule or on special occasions;

Collects fares and brings fares to office;

Checks oil, water, gasoline, and tires before starting on a trip;

Puts chains on tires and changes tires and performs a variety of minor repair tasks;

Directs passengers on safety practices when entering and leaving bus;

Maintains orderly conduct of passengers on bus;

Provides an extra portable step for passengers unable to easily reach first step of bus;

Assists handicapped, elderly, or anyone who needs or requests help entering or departing the bus and carries any personal medical equipment or packages;

May keep simple records, perform ancillary clerical duties and lead activities for senior citizen program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND ABILITIES CHARACTERISTICS:

Good knowledge of the operation of buses; good knowledge of safety practices and traffic laws and regulations; ability to operate a bus under difficult driving or hazardous road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; dependability; physical condition commensurate with the demands of the position.

WHEN ASSIGNED TO THE VILLAGE OF KIRYAS JOEL, proficiency in the Yiddish language is required and will be evaluated during the probation period.

MINIMUM QUALIFICATIONS: Possess and maintain a valid Commercial Driver's License deemed appropriate by the appointing authority.

In addition, it is the responsibility of the appointing authority to ensure that all bus drivers are certified in accordance with Article 19-A of the New York State Vehicle and Traffic Law.

JURISDICTIONAL CLASSIFICATION: Non-Competitive among Towns and Villages.

REVISED: 10/07/14