

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

CLASS TITLE: Head Bus Driver (Kiryas Joel)

TITLE #: 1331

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting in the direction of a municipal transportation program in areas involving senior citizen transportation. Work is performed under the general supervision of the Transportation Coordinator according to policies and procedures designed to insure the safe and efficient operation of buses. Does related work as required.

TYPICAL WORK ACTIVITIES:

Dispatches buses in response to unscheduled transportation needs of senior citizens:

Coordinates the delivery of meals to seniors using municipal buses;

May drive a bus on a regular route and make special trips as required;

May perform minor maintenance tasks in conjunction with the operation of the bus;

Assists the elderly with help entering and departing the bus, including carrying personal medical equipment and packages;

Maintains records and logs as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of transportation procedures and the operation and maintenance of buses and other transportation vehicles; good knowledge of village operational procedures; good knowledge of driving safety practices and traffic laws and regulations; ability to demonstrate a working proficiency in the Yiddish language; ability to make minor repairs to the vehicle; ability to follow oral and written instructions; ability to work with senior citizens; organizational skills; good interpersonal skills; patience; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years experience as a bus driver.

SPECIAL REQUIREMENTS:

Must possess and maintain an appropriate class New York State drivers license.

Proficiency in the Yiddish language will be evaluated during the probation period.

ADOPTED: 5/11/00