

BUS DRIVERS

GENERAL STATEMENT OF DUTIES: Transports individuals for City bus operation. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the transportation of individuals for Oneonta Public Transit (OPT). Operates vehicles in accordance with NYS Department of Transportation regulations and OPT policies. Operates under the supervision of the Chief Dispatcher and/ or Senior Dispatcher. Must be willing to work various schedules. Maintain vehicles in a safe, clean and orderly manner. May perform dispatching duties, directing vehicles as scheduled under OPT policies, maintaining daily records. Operates communications equipment per FCC regulations. Work is performed under direction of the Chief Dispatcher.

EXAMPLES OF WORK: (Illustrative only)

- Transport individual safely throughout the area served by OPT;
- Assist persons on and off bus;
- Operate chair lift and assist persons with disabilities;
- Pick up and deliver packages as directed;
- Dispatch and record keeping under the supervision of the Chief Dispatcher and/or Bus Driver/Dispatcher Senior;
- Answers telephone in accordance with OPT Policies;
- Responsible for cleaning the bus interior and exterior daily; will require knowledge of automated bus washing equipment;
- Fuel OPT vehicles safely and in accordance with OPT policies and procedures;
- Prepare accident reports as per OPT policies and procedures;
- Performing pre and post trip inspection as per OPT policies and procedures;
- Complete paper work as required;
- Accountable for the proper operation of the electronic fare recording and registering fare box system.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY: Ability to properly operate OPT vehicles. Ability to represent OPT to the general public in a professional, polite and courteous manner. Good physical condition.

MINIMUM QUALIFICATION: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Candidates must be eligible for an appropriate CDL license. Possession and maintenance of a CDL is required to maintain employment. Candidate will be required to take a physical examination and drug and alcohol screening in accordance with Federal regulations.

Adopted MSD: 6/17/75

Revised CSC: 2/27/02

Revised CSC: 5/22/08