



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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BUS DRIVER II **Substitute Positions Available** **0 to 30 Hrs./Wk. @ \$14.44/Hour** **No Benefits**

Interested candidates **MUST** complete a Chautauqua County Application for Employment and/or Examination available at www.co.chautauqua.ny.us click on "Employment." Resumes will not be accepted unless accompanied by an original application. Once application is complete, print and send to the Chautauqua County Department of Human Resources office for consideration.

Only applicants meeting minimum qualifications listed below will be considered for appointment.

DESCRIPTION OF POSITION: The Chautauqua County Department of Public Facilities, CARTS Division, is seeking applications for Bus Driver II. A Bus Driver II 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;

FULL PERFORMANCE KNOWLEDGE, 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:

- 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.

Equal Opportunity Employer