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## CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email [cchrs@chqgov.com](mailto:cchrs@chqgov.com)  
Phone (716) 753-4237 • Fax (716) 753-4686 • Website: [Chqgov.com](http://Chqgov.com)

### **SUBSTITUTE BUS DRIVER II (PART-TIME)**

**(0-20 Hours/Week)**

**Salary starts @ \$16.06/Hour**

**No Benefits**

Chautauqua County Department of Public Facilities – CARTS division is actively seeking qualified applicants to fill substitute Bus Driver II (part-time) positions throughout Chautauqua County. Hours will range from 0-20 hours/week depending on schedule assigned. Substitute positions start at \$16.06/hour with no benefits. This title is subject to the Federal Transit Administration's Drug and Alcohol Testing Program requirements.

Responsibilities include operating a bus, performing 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.

***Qualified applicants MUST have 5 years of driving experience with a valid motor vehicle operator's license equivalent to a New York State Class D Operator's License. Passing a drug test is a condition of employment.***

This position will be filled from approved applications received.

**ALL** applicants **MUST** complete and submit an application available on the Chautauqua County Government's website: [chqgov.com](http://chqgov.com) click on "Employment" or by requesting one from the Department of Human Resources office.

Completed applications can either be dropped off at our offices or mailed to:

Chautauqua County Department of Human Resources  
Gerace Office Building  
3 North Erie St – Rm 144  
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 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 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:**

- 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.