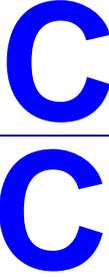




**CAYUGA
COUNTY**

F:\Civil\JobSpecs\Bus Driver



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	BUS DRIVER
JURISDICTIONAL CLASS:	NON-COMPETITIVE
CIVIL DIVISION:	VILLAGES
ADOPTION: CSM	3/25/83 (SEASONAL)
REVISED: CSM	

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in Village Recreation Programs and involves responsibilities of transporting passengers to activity sites. This work is usually performed with specific instructions. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Drives a van or 32-passenger bus, picking up passengers and delivering them to locations as required;
- Drives on special field trips;
- Keeps accurate reports of mileage and number of passengers carried on the bus daily;
- Checks operation of bus;
- Schedules preventative and special maintenance and repairs for vehicles;
- Assists passengers in getting on and off the bus if needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

- Good knowledge of State driving rules and regulations;
- Ability to understand and follow routine oral and written instructions;
- Ability to deal tactfully and courteously with passengers;
- Willingness to learn and perform assigned tasks;
- Ability to drive a bus and van;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of an appropriate level NYS Driver's License at the time of appointment.