

Civil Division: Oneida County Government; Schools  
Jurisdictional Class: Competitive  
Non-Competitive - Oneida County Government; Camden  
Central School District; Clinton Central School District  
EEO Category: Service/Maintenance  
Revised: 02/03/16

## **BUS DRIVER/DISPATCHER**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position is responsible to operate a bus in accordance with a schedule and to dispatch vehicles assigned to a transportation system, as needed. The work is performed under supervision of the department head, immediate supervisor or other official, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Transports passengers while operating the bus in a safe and responsible manner;  
Assists the supervisor in determining bus routes and schedules, scheduling drivers, and clerical/administrative activities;  
Operates a two-way radio to dispatch vehicles;  
Monitors vehicle preventative maintenance & service maintenance to ensure performance in accordance with preset schedules;  
Prepares statistical data such as passengers carried, miles traveled, fares collected, etc.;  
Maintains necessary financial records;  
Develops & maintains electronic data systems, including rider scheduling, personnel data, vehicle inventory, etc.;  
Attends training programs & conferences related to the transportation system;  
Cleans interior and exterior of vehicle to maintain cleanliness and neatness;  
Performs minor preventative maintenance or other maintenance activities, as required;  
Keeps record of daily mileage, times, and incidents when operating vehicles.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of safe driving practices and traffic laws & regulations; ability to efficiently operate a bus under all driving conditions; efficient operation of two-way communication system; ability to work with peers, co-workers, and others with minimal supervision; ability to understand and complete written and oral directions efficiently and effectively; ability to communicate oral and written directions; ability to complete records, forms and reports; efficient reading, writing and mathematical skills to complete related tasks; ability to efficiently operate office equipment necessary to complete duties.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma;  
**OR**
- (B) One (1) year of dispatching experience involving passenger vehicles

**ADDITIONAL QUALIFICATIONS:** In accordance with New York State Vehicle and Traffic Law, Article 19-A, § 509-b. Qualifications of bus drivers. Notwithstanding any other provision of law, a person shall be qualified to operate a bus only if such person:

- (1) is at least eighteen years old;
- (2) has been issued a currently valid driver's license or permit which is valid for the operation of the bus in this state;
- (3) has passed the bus driver physical examination administered pursuant to regulations established by the commissioner; and
- (4) is not disqualified to drive a motor vehicle pursuant to section five hundred nine-c or any other provision of this article.

**SPECIAL REQUIREMENT:** Applicants must be able to maintain eligibility and certification under New York State Department of Motor Vehicles Article 19A of the Vehicle and Traffic Law. In addition, candidates may be required to complete or present proof of Basic First Aid and CPR courses during the probationary period following appointment.

Adopted: 09/13/85  
Revised: 03/21/94, 09/27/96, 10/08/96, 05/28/97, 09/04/07, 04/04/13, 02/03/16