



BUS DRIVER III
Dutchess County Department of Public Works – Public Transit
Salary: \$54,755

This is a provisional position in the Dutchess County Department of Public Works-Transit pending possible future Civil Service exam. This is manual work of higher difficulty requiring skill in the operation of a diesel, electric, hybrid etc. bus used to transport passengers. The operator is responsible for the safety and conduct of the passengers. This class differs from other bus driver positions in that it requires a higher degree of driving skill and compliance with 19A certification requirements. This is a safety sensitive position and is subject to pre-employment DOT drug testing and ongoing DOT drug and alcohol testing. The work is performed under general supervision with considerable leeway allowed to the operator for independent judgment in carrying out the details of the work. This position reports to a higher level supervisory or management positions.

TYPICAL WORK ACTIVITIES:

Operates a diesel bus on a regularly scheduled route and/or on special occasions, providing assistance to passengers when entering and exiting the bus as needed; checks the operating condition of the bus before starting on a trip and maintains vehicle maintenance check forms; performs daily vehicle safety checks (pre-trip and post trip) and reports any vehicle malfunctions to a supervisor; maintains accurate accounting of daily passenger sheets and reports any changes during revenue service; instructs passengers about safety practices when entering and/or leaving bus and responds to public inquiries as to the bus schedule and procedures, when asked; maintains orderly conduct of passengers while on bus; adheres to the schedule without exceeding posted speed limits; reports all bus and passenger accidents/incidents to supervisor in a timely fashion and completes accident/incident and vehicle maintenance reports; complies with all Federal, State and Dutchess County Public Transit System policies and procedures. may clean interior and exterior of assigned vehicle; may be required to perform minor maintenance or cleaning tasks on the vehicle; may be required to administer basic first aid to passengers injured on the bus or alert appropriate personnel; may perform simple clerical tasks such as completing forms, filing, sorting, and/or printing of various materials; may fuel buses or other vehicles.

MINIMUM QUALIFICATIONS:

None.

SPECIAL REQUIREMENT:

Candidates must possess the following:

1. A valid New York State Commercial Driver's License (CDL) Class B with passenger and airbrake endorsement at time of application and to maintain position; and
2. 19A Qualification prior to employment commencing and for duration of employment.

SPECIAL NOTE: Applicants for positions that require driving a commercial motor vehicle (CMV) at any time will be required to undergo controlled substances and at our discretion, alcohol testing prior to employment and will be subject to further testing throughout their period of employment. Applicants will also be asked to sign forms for release of information from previous employers in all cases where driving a CMV was one of your functions. Failure to sign will prevent this employer from using you as a CMV driver.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before 11/29/2024

Apply online at www.dutchessny.gov/jobs,

OR

Download an application from www.dutchessny.gov/jobs,

and mail it to the Dutchess County Department of Human Resources, 22 Market Street,
Poughkeepsie, NY 12601

An EEO/AA Employer

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