

**BUS DRIVER II - SUBSTITUTES**  
**CHAUTAUQUA COUNTY DEPARTMENT OF PUBLIC FACILITIES - CHQ TRANSIT DIVISION**  
**SALARY RANGE: \$19.41 - \$24.56/HOUR - NO BENEFITS**

The Chautauqua County Department of Public Facilities - CHQ Transit Division (formerly known as CARTS) is continuously accepting applications for Substitute Bus Driver II positions out of the Jamestown office. A Bus Driver II incumbent, 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. Hours are as assigned.

**TYPICAL WORK ACTIVITIES:**

- Operates a bus 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;

These positions will be filled through approved applications received.

**MINIMUM QUALIFICATIONS:** Five (5) years of experience in the operation of a motor vehicle.

**ADDITIONAL REQUIREMENTS:**

When assigned to Chautauqua County Department of Public Facilities, CHQ Transit Division:

- 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.