

TOWN OF WARWICK

132 KINGS HIGHWAY
WARWICK, NEW YORK 10990



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TOWN CLERK clerk@townofwarwick.org

JOB POSTING – BUS DRIVER

MAY 21, 2025

The Town of Warwick is currently hiring for the position of Bus Driver for Dial-A-Bus. This is a full-time, non-competitive, grade 4 position per the CSEA contract. The pay rate of a full-time Bus Driver at step 1 is \$23.84/hour.

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work calling for services of a skilled operator. Operates a bus and performs a variety of minor maintenance tasks in conjunction with such operation. Work involves considerable responsibility for safety of passengers and is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: Operates a bus on a regular schedule or on special occasions; Collects fares and brings fares to office; Checks oil, water, gasoline, and tires before starting on a trip; Performs a variety of minor repair tasks; Directs passengers on safety practices when entering and leaving bus; Maintains orderly conduct of passengers on bus; Assists handicapped, elderly, or anyone who needs or requests help entering or departing the bus and carries any personal medical equipment or packages; May keep simple records, perform ancillary clerical duties and lead activities for senior citizen program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND ABILITIES CHARACTERISTICS: Good knowledge of the operation of buses; good knowledge of safety practices and traffic laws and regulations; ability to operate a bus under difficult driving or hazardous road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possess and maintain a valid Commercial Driver's License deemed appropriate by the appointing authority. In addition, it is the responsibility of the appointing authority to ensure that all bus drivers are certified in accordance with Article 19-A of the New York State Vehicle and Traffic Law.

Please apply directly to Jennifer Crover, Supervisor of Transportation, at 845-986-4174 or via email to dialabus@warwick.net, no later than June 6, 2025.