

## **\$1,000 SIGN – ON BONUS**

The City of Oneonta is currently accepting applications for full-time Bus Drivers with Oneonta Public Transit. Benefits include health, dental and vision insurance, all with low employee contribution rates, membership in the NYS retirement system, and at least 37 paid days off each year. *In addition, qualified new hires may be eligible to receive a \$1,000 sign-on bonus with \$500 paid upon hire and \$500 more paid upon successful completion of six months service.* Applicants must have a NYS Class B CDL with a passenger endorsement. Willingness to work nights and weekends is a must. Applications are available at [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel), or at the personnel office on the second floor of City Hall. EOE

### **BUS DRIVERS**

**GENERAL STATEMENT OF DUTIES:** Transports individuals for City bus operation. Does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving the transportation of individuals for Oneonta Public Transit (OPT). Operates vehicles in accordance with NYS Department of Transportation regulations and OPT policies. Operates under the supervision of the Transportation Director and/ or Senior Bus Driver. Must be willing to work various schedules. Maintain vehicles in a safe, clean and orderly manner. May perform directing vehicles as scheduled under OPT policies, maintaining daily records. Operates communications equipment per FCC regulations. Work is performed under direction of the Senior Bus Driver.

**EXAMPLES OF WORK:** (Illustrative only)

- Transport individual safely throughout the area served by OPT;
- Assist persons on and off bus;
- Operate chair lift and assist persons with disabilities;
- Pick up and deliver packages as directed;
- Responsible for cleaning the bus interior and exterior daily; will require knowledge of automated bus washing equipment;
- Fuel OPT vehicles safely and in accordance with OPT policies and procedures;
- Prepare accident reports as per OPT policies and procedures;
- Performing pre and post trip inspection as per OPT policies and procedures;
- Complete paper work as required;
- Accountable for the proper operation of the electronic fare recording and registering fare box system.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY:** Ability to properly operate OPT vehicles. Ability to represent OPT to the general public in a professional, polite and courteous manner. Good physical condition.

**MINIMUM QUALIFICATION:** Possession of a valid New York State driver's license, including any required endorsements, appropriate to the vehicles operated.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:**

Possession and maintenance of a CDL is required to maintain employment. Candidate will be required to take a physical examination, drug, and alcohol screening in accordance with Federal regulations.

Adopted MSD: 6/17/75

Revised CSC: 2/27/02

Revised CSC: 5/22/08

Revised CSC: 7/27/16

Revised CSC: 3/21/19

Jurisdictional Classification: Non-Competitive

**OPT Driver Sign-On Bonus**  
**Adopted March 16, 2021**

**Requirements:**

- Must have a valid NYS Class B CDL driver's license w/ Passenger endorsement which must be maintained for the duration of employment
- Must have at least 1 year of verifiable CDL class B/P (bus driving) experience
- Must be willing to work all shifts and hours OPT operates
- Must have a clean drivers' abstract
- Will be required to participate in pre-employment and random drug testing program
- Must pass physical examination requirements per license endorsement

**Sign on bonus:**

- All drivers hired by OPT for the first time (must not have been an employee during the past 12months) after April 1<sup>st</sup> 2021 will be eligible for \$1,000 sign on bonus.
- \$500 will be included in first paycheck. Remaining \$500 will be paid upon completion of 6 months of employment. To be eligible for the second half, drivers must have had no chargeable accidents or incidents, must have maintained excellent attendance and a willingness to work all shifts needed (a minimum of 20 hours per week) during the 6-month period.
- New drivers will have a 3-month evaluation from director to go over any areas that need improvement.

Employees will be required to sign an acknowledgement of terms and conditions pertaining to the bonus at the time of hire.