

# CNYRTA/Centro Announcement of Vacant Position

## Part-Time Bus Operators (Cayuga)

**DEPARTMENT:** Cayuga Transit Operations – Central New York Regional Transportation Authority

**TRAINING RATE:** \$19.83 per hour

**SALARY RANGE:** \$22.83 per hour (Completion of Training Class) Top Rate: \$25.83

### **BASIC FUNCTIONS:**

1. Provide safe, courteous, on-time transportation to the general public and other designated groups in a variety of mass transit vehicles.
2. Adhere to traffic regulations.
3. Collect correct fares and issue transfers.
4. Communicate with the public regarding routes, schedules, and transfer points.
5. Communicate and interact with individuals of various backgrounds and abilities.
6. Communicate with the Operations Center by radio, and provide verbal and written reports.
7. Punctuality and regular attendance are essential in order to provide dependable service to the public.

### **HOURS & DAYS:**

1. Centro bus operators are initially hired on a part-time basis, with the potential to become a full-time operator in the future.
2. The length of time before full-time opportunities are a possibility varies based on the needs of the organization.
3. Part-time bus operators are hired primarily to operate shorter pieces of work during peak periods, many of which include student transport.
4. Typical hours of work are 6:30 AM to 9:00 AM; 1:30 PM to 4:00 PM.; and 4:00 PM to 9:30 PM, with additional trips available at other times.
5. Part-time employees are eligible to work a maximum of 30 hours per week based on available work.
6. Centro bus operators are eligible to work Sundays and special events, which may exceed 25 hours of work on a weekly basis.
7. Regular weekly work is selected three times a year, and once selected is worked regularly by the employee.
8. Centro is looking for workers who can commit to 15 - 30 hours per week of regular selected hours.

### **JOB REQUIREMENTS:**

1. Valid New York State driver's license.
2. Five years of licensed driving experience.
3. A Commercial Driver's License (CDL) with passenger and air brake endorsements.
4. An acceptable driving record at the time of job offer.
5. Possess a High School Diploma, G.E.D., or equivalent experience.
6. Possess a customer-focused attitude.
7. Successful candidates must pass the physical examination conducted under article 19-A of the NYSDOT regulations. Must have the physical ability to safely operate a bus and further, possess the ability to keep the bus under control at all times.
8. Since the ability to communicate with passengers both in the regular course of business and especially during an emergency is critical, bus operators must have the ability to clearly communicate both verbally and in writing in the English language.
9. A drug test with a negative result must be taken no more than 30 days prior to beginning training. Bus operators are subject to random, post-accident, reasonable suspicion, return to work/return to duty and follow-up drug and alcohol testing once they are hired.
10. A current complete driving record abstract from the state Department of Motor Vehicles is required upon hire; violations are evaluated by their severity and time frame.
11. Certain criminal and/or driving convictions will not necessarily bar you from employment consideration.

Qualified applicants are encouraged to submit an application and resume to:

**Centro of Cayuga  
5 Frank Smith St.  
Auburn, NY 13021**

Applicants may also visit our website at [www.centro.org](http://www.centro.org) to view the job posting and apply electronically. All qualified applicants are encouraged to apply. CNYRTA reserves the right to select a candidate from within or outside the Company.

**CNYRTA is an equal opportunity employer and drug free workplace.**

