

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Transit Bus Driver	Department : Public Transit	
Reports to: Public Works Admin Assistant	FLSA Classification : Non-Exempt	
Career Ladder:	Pay Grade:	Approval Date

POSITION SUMMARY:

The fundamental reason this classification exists is to operate a Dial-A-Ride system small bus or similar Public Transit Division vehicle, in the transportation of passengers with the City's area of responsibility on passenger-initiated routes, obeying all driving and vehicular safety rules and regulations. Provide necessary assistance, information and interaction with passengers to assure their effective and safe use of the City's transportation program.

CLASS CHARACTERISTICS:

This classification is the journey-level transit driver classification for the City and is technically knowledgeable and competent drive assigned passenger vehicles in the City's area of responsibility or to designated locations. This classification is differentiated from other transit driving positions by the absence of requirement of supervisory and administrative requirements. The independence exercised by this classification is limited by established guidelines, procedures, and supervisory direction.

ESSENTIAL RESPONSIBILITIES:

Drive a bus or similar vehicle in transporting passengers within the system service area. Accept responsibility for assistance to and the safe passage and protection of passengers during their period of travel

Drive City vehicles on a Public Transit Division assigned route; or on a Dial-A-Ride system, picking up passengers at a time and place requested and taking them to various locations within the City's service area, as assigned. Use personal judgment in determining safest and most direct routes. Serve the general public and a variety of special-need repeat clients (e.g. Handicapped Center, etc.) requiring contact and coordination with care-givers

Assist with the loading and unloading of wheel chair passengers with wheel chair lifts. Assist blind and handicapped passengers, as requested. Operate wheelchair lift and chair lock-down. Assure that passengers are using the correct bus. Ensure safe passage of all passengers

Ensure payment of correct fares by passengers. Dispense tickets and transfers to riders as necessary. Count passengers and account for collected fares

Answer passenger questions, maintain order on vehicles operated, and exercise authority and judgment in the maintenance of order and passenger safety during shift

Operate cell phone in the bus to receive client calls and arrange for timely passenger pickup. Maintain records and logs of service. Complete accident, incident, and injury reports, as necessary

Make daily and periodic check of vehicle to maintain safe operating conditions (e.g. internal and external lights, lifts, indicator lights, etc.). Perform basic operational maintenance (e.g. pump gas, add oil, check tire pressure, etc.). Advise supervisor and mechanic of necessary repairs

Enforce City rules and regulations pertaining to use and operation of City vehicles. Exercise independent judgment in cases where passenger safety and common sense dictate deviation from established procedures

Report safety hazards and other incidents and accidents observed in the course of route and Public Transit Division operations. Identify locations and describe circumstances

Attend scheduled staff and safety meetings/programs. Report incidents that affect the safety of the public to the supervisor

Operate a personal computer. Enter and retrieve data and prepare reports from an online or personal computer system, following established formats

Must be willing and able to work evenings, weekend and holidays as needed

Performs other or related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Defensive driving procedures, safe-driving practices, and applicable provisions of the California Vehicle Code. Correct use of oral and written English. Basic record keeping principles and the operation of standard office equipment.

Skilled in – Maintaining accurate records and files. Preparing clear and concise reports. Establishing and maintaining effective working relationships with those contacted in the course of work. Communicating tactfully and effectively with the public. Focusing on driving and the safety and convenience of the passengers. Assisting elderly and physically challenged passengers entering and exiting vehicles. Using initiative and making sound and independent judgments within procedural parameters and established guidelines.

Ability to - Pass a comprehensive background investigation, required medical/physical examination, and any subsequent examination that may be required. Safely and effectively drive a small bus. Maintain sound client/ customer relationship to foster satisfaction with the service. Communicate clearly and concisely in oral and written English. Maintain order among passengers. Work cooperatively with others. Recognize malfunctions in equipment and take appropriate action. Learn City street locations and patterns and related traffic hazards. Read, understand, and apply relevant department procedures, practices, and regulations. Follow oral and written instructions. Deal respectfully, sensitively and effectively with the public under normal and adverse circumstances.

Licenses and Certificates – Possess an applicable California Driver License with an overall driving record acceptable to the City. Possess a Class B Commercial California Driver License with passenger endorsement, a General Paratransit Passenger Vehicle endorsement, and California Special Driver Certificate, or acquire such licenses and certificates within 3 month of employment in or appointment to the classification. Possess and maintain a DL-51A medical certificate.

Physical Abilities and Work Environment – – Drive a motor vehicle. The employee must be able to sit for lengthy periods of time in the driver seat of a small bus. Work in climatic conditions such as high heat, dense fog, and freezing cold. Drive in traffic with attendant hazards. Stand, walk, stoop, bend, crouch, kneel, push, pull, and lift up to 50 to 75 lbs. Have the manual dexterity to use keyboard equipment and make manual adjustments to restraint and safety equipment.

Other – Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Four years of driving experience under a Class C California Driver License. One or more years of driving experience under a Class B California Driver License driving passengers is desirable.

Education - Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date