BUS DRIVER

DEFINITION

Under general supervision, operates passenger coaches on designated and special routes in a safe, efficient and courteous manner within an established time schedule to transport passengers to and from their destinations.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Transit Supervisor.
No supervision exercised.

DISTINGUISHING CHARACTERISTICS

Bus Driver is the journey level class responsible for the operation of passenger coaches on assigned routes and special routes which require maintaining predetermined schedules. An incumbent provides information to passengers concerning schedules, routes and transfers and performs pre vehicle operational checks. Under general supervision, Bus Drivers work with independence in the field making decisions in accordance with established policies. Bus Driver is distinguished from Transit Supervisor in that the latter schedules, dispatches and supervises the activities of a number of Bus Drivers on an assigned shift.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
(May include, but are not limited to, the following:)

Operates passenger coach on an assigned route to meet a designated schedule; picks-up and discharges passengers at regular stops; checks for proper fare; issues and receives transfers; counts riders; assists passengers when needed.

Provides information to the public concerning routes, schedules, and transfer points; reports and accounts for lost articles; completes various reports, such as daily operation and accident reports.

Performs pre operational checks of coaches including damage or defects in body, tires, lights, mirrors, instruments, brakes, and other equipment for rider and driver safety and convenience; reports all defects or deficiencies found during such checks.

Monitor passenger behavior and contact appropriate personnel as necessary concerning transportation problems and concerns in a reasonable, timely manner to provide high quality services to passengers.

Operates passenger coaches on special routes.

Assist passengers with special needs; load and secure wheel chairs and related medical equipment to meet the needs of the passengers.

May instruct new drivers in the operation of passenger coaches in accordance with safety regulations and established procedures and schedules.

Performs assigned duties with a pleasant and congenial personality.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The traffic laws, ordinances, and rules applicable to passenger coach operation.

The safety requirements and hazards involved in operating a passenger coach while in the workplace.

Simple record-keeping.

Excellent customer service skills using tact, patience and courtesy.

Ability to:

Get along with other employees and transit management personnel.

Maintain cooperative working relationships and communicate with a diverse range of people using patience and courtesy.

Apply integrity and trustworthiness in all situations.

Detect operating defects in automotive equipment.

Maintain accurate records, prepare clear and concise reports, and communicate effectively in oral and written form.

Enforce regulations and deal tactfully, courteously and effectively with general public.

Skill in:

The operation of passenger carrying vehicles.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma or equivalent GED completion, and

Experience:

Three years of licensed experience in the operation of motor vehicles, and two years of work experience involving direct public contact similar to that gained in retail sales, public service setting, or closely related field.

Special Requirements:

Must obtain a valid class B California Driver's License, with required certificates and endorsements by the end of the initial training period, normally eight weeks, and maintain a valid Class B California Driver's License for the entire term of employment in this class.

Possession of a valid Class C California Driver's License at time of filing application.

APPROVED:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ DATE:＿＿＿＿＿＿＿＿＿
        Director

Revised: 07/28/06
2nd Revision: 2/13/12