

BUS DRIVER
(Non-regular)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

To drive the bus in transporting passengers; to ensure compliance with safety requirements and regulations; and to perform a variety of tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the first working level class in the Bus Driver series. It is distinguished from Senior Bus Driver by the performance of more routine tasks and duties and the fact that the Senior is a regular City Class. This class is used for hiring part-time, non-regular employees.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Perform pre-trip and post-trip safety and maintenance checks on bus; identify defects and documents on appropriate form.
- Clean and perform light maintenance on transit vehicles, facilities, and equipment.
- Drive bus on designated route according to established time schedule as well as on-call route.
- Maintain records of money collected and ticket counts; record information on the number of passengers, fuel, mileage, and related information.
- Assist passengers requiring special assistance, including operating wheel chair lifts and restraints.
- Respond to and resolve difficult and sensitive inquiries and complaints from the public.
- Administer first aid, as necessary.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Operational characteristics of buses.
- Basic record keeping principles and practices.
- First aid methods and techniques.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Standard safety precautions.

Ability to:

- Read maps.

- Safely operate a bus.
- Maintain calm and tactful in stressful situations.
- Deal effectively with the public.
- Perform preventative maintenance checks on buses.
- Maintain an acceptable and appropriate driving record.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education and/or Experience:

Two years of experience operating buses or related transportation vehicles.

License Required:

A valid California Class B Driver License with a passenger endorsement and current medical certificate is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

Some positions may require evening, weekend, or other shift work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Bus Driver	6/1995			4618	Non-Exempt	4

APPROVED: _____
Human Resources Director

Date: _____