



LEAD DRIVER

Definition:

Under the direction of the Transit Supervisor, drives City Transit buses as needed and performs various duties including washing buses, training, and maintaining inventory.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Operates transit bus along predestinated route according to a predetermined schedule.
2. Documents daily activities on a report indicating time, mileage, and incidents.
3. Performs daily pre-trip inspection of vehicles in accordance with the city's preventative maintenance program and common safety practices.
4. Services transit vehicles with fuel, oil, coolant, and air.
5. Shuttles vehicles to and from shop for service and repair.
6. Performs daily cleaning of transit vehicles, heavy duty cleaning of exterior and interior of city vehicles.
7. Provides general city information and specific transit information to passengers and other members of the general public.
8. Trains and in-services new and potential drivers with bus orientation and route training.
9. Retrains drivers to maintain legal requirements for in-service hours.
10. Assumes transit supervisors daily responsibilities in his/her absence.
11. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Basic methods, practices, and terminology used in municipal driving and vehicle maintenance.
- Planning and management of transit systems operations and vehicle fleet maintenance.
- Methods, techniques, industry standard practices, and City procedures governing transit operations.
- Two-way radio systems, including installation, operation, and maintenance.
- Principles of report preparation.
- Professional writing techniques.
- Office procedures, methods, and equipment, including computers, and applicable software applications, such as word processing, spreadsheets, and databases.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.
- Deal with the public.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be an excellent driving record (current H-6 DMV printout required) and four years prior experience in operation of mass transit vehicles. Municipal experience preferred.

Licenses and Certificates:

Must be in possession of and submit photocopies with application for:

A valid California Class A or B (unrestricted) Drivers License, with an unrestricted passenger endorsement, a current valid California Medical Examiners Certificate.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing, and/or pulling which does not exceed 75 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.