



Bus Driver

Part-Time Temporary

Definition:

Under the direction of the Transit Supervisor, drives City Transit buses as needed on a fixed route throughout the City. The transit system operates Monday – Saturday from 5 a.m. – 7 p.m.

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. Assists passengers, such as elderly or disabled individuals, on and off bus, ensures they are seated properly and remain orderly while in vehicle, and answers questions about bus schedules or routes.
3. Handles passenger emergencies or disruptions.
4. Reports delays or accidents.
5. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Current applicable traffic laws.
- Methods, techniques, industry standard practices, and City procedures governing transit operations.
- Functions, policies, and procedures of relevant departments and/or operations.
- Basic methods, practices, and terminology used in municipal driving and vehicle maintenance.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Plan, organize, prioritizes, and perform duties as assigned with minimal supervision.
- 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.
- Understand and follow verbal and written direction.
- 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 a minimum of two years experience in operation of mass transit vehicles.

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, airbrake endorsement, and a current valid California Medical Examiner 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.