

TRANSIT BUS DRIVER**Definition**

Under general supervision of the Transit Dispatcher/Transit Services Coordinator, to operate a Deviated Flex Route/Dial-A-Ride vehicle for transportation of passengers along a predesignated route deviating for ADA qualified passengers. Operates gas or diesel bus on routes for transit agency. Observes state and city speed and safety regulations and company customer service and safety policies.

Distinguishing Characteristics

This is the entry level class in the Bus Driver series. Employees at this level receive instruction or assistance from Dispatch and Road Safety and Driver Trainer. Friendly, customer-oriented personality.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in the class.)

Tasks Performed:**Driver:**

- At start of shift, obtains route assignment, driver observation card, and ticket and change packet. Obtains fare box cell from dispatcher
- Does daily inspection of vehicles in accordance with the DOT pre-trip requirements. Checks with dispatcher for operation of two-way radio
- Reports to starting point of assigned route ten minutes before scheduled departure time
- Picks up and discharges at bus stops or stations, following prescribed company service route and safety rules. Announces stops. At end of route, checks bus interior for any forgotten personal items and removes any large waste items or newspapers
- Collects fares and prepares transfers for persons to go on other routes. Answers questions about fares, routes, and service
- Assists passengers in and out of vehicle. Assist wheel chair passengers with instructions to proper loading procedures, DRIVERS DO NOT LOAD. Assists passengers with packages in and out of vehicle as needed. Assist passengers with bicycle loading and ensure proper securement of bicycle.
- Reports emergency or imminent safety conditions to dispatcher via mobile radio
- Maintains daily records. Completes driver observation card at completion of shift, noting any safety items, customer complaints, or comments. Inserts transfers in run report envelope noting opening and closing counts on fare box. Takes fare box module to dispatch office
- Reports accidents immediately to dispatcher, requesting police or ambulance service as needed. Assists injured persons from first-aid kit until these services arrive. Completes company accident report
- When assigned, performs dispatch duties including receives incoming calls and dispatches to drivers
- Maintain accurate records of times and mileage, then reports data to Dispatch
- Responds to emergency situations in off-hours as necessary
- May be assigned to switch buses around bus yard or move buses in and out of maintenance line
- Washes and cleans vehicles.
- May be assigned to chartered bus trips or bus tours

Performs other related duties and responsibilities as required

Knowledge, Abilities Other Characteristics:

- Knowledge of good record keeping practices
- Knowledge of first aid practices
- Knowledge of local geographic and business locations
- Knowledge of Department of Transportation rules applicable to driving a public transportation vehicle

- Knowledge of basic arithmetic
- Ability to maintain accurate records
- Ability to work in high activity situations
- Ability to understand and carry out oral and written directions
- Ability to maintain a cooperative and friendly relationship with fellow employees, customers and others contacted in the course of work
- Must have physical strength adequate to maneuver the bus and assist passengers
- Must be able to work independently, and must be willing to work shifts that vary from day to day. Drivers must be able to work split shifts

Qualifications:

High school diploma or equivalent is required. At least 21 years of age with an excellent driving record, as verified through the California State DMV department. Excellent interpersonal and communication skills are essential. Must possess a current and appropriate Department of Transportation (DOT) certification at all times

License or Certificate:

Must possess and maintain a valid California Commercial Driver's License Class B with passenger endorsement (must be enrolled in the Department of Transportation Drug and Alcohol program) and be able to obtain a printout of an excellent driving record from the DMV. Must possess a current and appropriate DOT certification at all times. Ability to obtain a General Public Para Transit Vehicle (GPPV) and Verification of Transit Training (VTT) Certification required. Other licenses desirable.

PHYSICAL PROFILE: I; 4, 7, 12.

The City of Ridgecrest is an Affirmative Action/Equal Employment Opportunity Employer