

TRANSIT BUS DRIVER**JOB FUNCTION:**

Under general supervision, to operate a Dial-A-Ride vehicle for transportation of passengers to a variety of locations and to operate Dial-A-Ride dispatch. Operates gas or diesel bus on routes for transit agency or private bus companies. Observes state and city speed and safety regulations and company customer service and safety policies.

Essential Functions:

1. At start of shift, obtains route assignment, driver observation card, and ticket and change packet. Obtains fare box cell from cashier clerk.
2. Does daily inspection of vehicles. Walks around bus to observe any visual defects and checks operating systems—brakes, horn, windshield wipers, lights, first-aid kits, emergency flashers, and door-opening devices before starting trip. Checks with dispatcher for operation of two-way radio.
3. Reports to starting point of assigned route five minutes before scheduled departure time.
4. 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.
5. Collects fares, provides change as needed, and prepares transfers for persons to go on other routes. Answers questions about fares, routes, and service.
6. Assists passengers in and out of vehicle including wheel chair passengers. Assists passengers with packages in and out of vehicle.
7. Reports emergency or imminent safety conditions to dispatcher via mobile radio.
8. 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 cashier office.
9. 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.
10. Drives a Dial-A-Ride vehicle transporting passengers to a variety of City locations.
11. Receives incoming calls and dispatches to drivers.
12. Maintain record of dispatch times and mileage.
13. Collects fares.
14. Responds to emergency situations in off-hours as necessary
15. Other duties as assigned.

Additional Responsibilities:

1. May be assigned to switch buses around bus yard or move buses in and out of maintenance line.
2. Washes and cleans vehicles.
3. May be assigned to chartered bus trips or bus tours requiring absences of up to 21 days.

Qualifications:**MINIMUM QUALIFICATIONS:**

1. Knowledge of good record keeping practices.
2. Knowledge of first aid practices.
3. Knowledge of local geographic and business locations.
4. Knowledge of Department of Transportation rules applicable to driving a public transportation vehicle.
5. Knowledge of basic arithmetic.
6. Ability to maintain accurate records.
7. Ability to work in high activity situations.
8. Ability to understand and carry out oral and written directions.
9. Ability to maintain a cooperative and friendly relationship with fellow employees, customers and others contacted in the course of work.
10. At least 21 years of age with an excellent driving record, as verified through the state MV department.
11. Fluency in English required. Knowledge of Spanish helpful.

12. Friendly, customer-oriented personality.
13. Candidates must pass a company substance abuse screening and those receiving conditional offer of employment must pass a medical examination, as required by the department of transportation.
14. Must have physical strength adequate to maneuver the bus and assist passengers.
15. Must be able to work independently, and must be willing to work shifts that vary from day to night and operate seven days a week. Driving commuter runs may result in working split shifts.
16. High school diploma or equivalent is required. Excellent interpersonal and communication skills are essential.
17. Must possess and maintain a valid California Commercial Drivers 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.
18. Experience in driving commercial vehicles and CPR certification.
19. Other licenses desirable.