

SENIOR BUS DRIVER

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 operate a public transit bus; manage and coordinate a small transit system; provide training and lead direction to relief bus drivers; and to perform a variety of tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the senior level in the Bus Driver series. It is distinguished from Bus Driver by additional responsibilities assigned in managing the system and providing lead direction to Bus Drivers.

EXAMPLES OF DUTIES:

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

- Drive bus on designated route according to established time schedule as well as on-call route.
- Perform daily safety and maintain checks on vehicles and identify and document defects.
- Clean and perform light maintenance on transit vehicles, facilities, and equipment.
- Maintain inventory of materials used in the maintenance of transit vehicles.
- Maintain records of rider demographics for state and federal funding and route planning purposes.
- 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.
- Plan and implement updated routes.
- Design, produce, and distribute updated bus schedules and route maps for passenger use.
- Design, order, and install updated bus stop signs and advertisement frames.
- Plan and implement special event outings and services.
- Write procedures for and train relief Bus Drivers.
- Schedule and provide lead direction to relief Bus Drivers.
- 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, including planning and designing routes, schedules and maps.
- Uses and purposes of tools and equipment used in the repair and maintenance of vehicles, equipment, and related facilities.
- Basic recordkeeping principles and practices.
- First aid methods and techniques.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Standard safety precautions.

Ability to:

- Operate transit vehicles.
- Plan, design routes, schedules, and read maps.
- Keep records pertaining to the operation of a transit system.
- Repair and maintain transit vehicles, equipment, and related facilities.
- Provide lead direction to relief bus drivers.
- 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:

Four years of increasingly responsible experience in driving, operation, and maintenance of small 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
Senior Bus Driver	1992		6/2002	4634	Non-Exempt	4

APPROVED: _____
Human Resources Director

Date: _____