

SENIOR BUS DRIVER

Job Summary:

Under the direction of the Transportation Services Manager, operates buses of various sizes and transmission systems to provide safe and efficient transportation services to citizens, and performs related duties as required.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments).

1. Drives a variety of public transportation vehicles including buses of various sizes such as tour buses, school buses, and/or mini-buses with wheel chair accessibility transporting citizens to designated locations in accordance with schedules and time lines.
2. Inspects bus prior to operation including checking items such as fuel, engine oil, water, tires and lights utilizing a bus safety checklist.
3. Remains constantly alert to traffic hazards; observes legal, safe and defensive driving practices.
4. Ensures that vehicles have emergency equipment such as flares, flashlights, cones, fire extinguisher, a radio or communication devise for contacting the highway patrol or a tow truck for assistance and first aid kit.
5. Maintains vehicles in clean and proper working condition; reports repair and maintenance needs.
6. May make minor repairs or trouble shooting to buses as necessary.
7. Participates in excursions and transportation preparations including making and confirming reservations, obtaining information regarding weather, road conditions and selecting bus routes.
8. Provides assistance to passengers such as assisting handicapped and elderly passengers entering or exiting the bus.
9. Maintains records and driver logs related to bus maintenance, safety and operation; prepares daily, weekly, monthly and quarterly reports as required.
10. Performs basic first aid as necessary and in accordance with established guidelines and procedures.
11. Disseminates information to the public and staff regarding transportation operations, policies and procedures.
12. Attends meetings and trainings.
13. Trains other bus drivers in safety procedures involved in the operation of buses.
14. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Graduation from high school or GED supplemented by training courses by the Department of Motor Vehicles authorized entity such as the Highway Patrol or other authorized agencies and three (3) years of full-time, paid experience in the operation of public transportation vehicles including buses of various sizes. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Safe driving and work practices.
- Laws, rules and regulations related to the operation of public transportation vehicles.
- Applicable sections of the California Vehicle Code.
- Mechanical operation and basic preventive maintenance of buses.
- Basic first aid procedures.
- Routine record-keeping techniques and report writing.
- Training principles.

Skill and/or Ability to:

- Operate buses of various sizes and types of transmission systems.
- Recognize malfunctions in equipment and take appropriate action.
- Maintain assigned vehicles in clean and safe operating condition.
- Read and interpret maps.
- Observe legal and defensive driving practices.
- Assist handicapped and elderly passengers entering or exiting the bus; wheel chair tie-down.
- Learn the functions of the division and apply rules or procedures associated with Transportation programs.
- Perform basic first aid.
- Understand and follow oral and written directions.
- Effectively communicate orally and in writing.
- Read, interpret and follow rules, regulations, policies and procedures.
- Train and provide work direction to others.
- Maintain routine records and reports.
- Establish and maintain effective working relationships with others.

License and Certificates:

Possession of a valid California Class A or B Driver's License; School/Pupil/Activity Bus Certificate; passenger endorsement; Medical Examiner's Certificate; RSTR-99 and a DMV driving record printout (H6) reflecting a good driving record. A valid First Aid Certificate is desirable. The Senior Bus Driver position will be required to enroll in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require mobility to stand, stoop, climb, reach and bend.
- Require the ability to sit for long periods.
- Perform work which involves the frequent lifting, pushing, and/or pulling of objects which may approximate 50 pounds and up to 100 pounds.
- Are subject to outside environmental conditions and/or inclement weather.
- May be required to work around loud noise, moving mechanical parts and/or around fumes.
- May be required to work evenings or weekends.