

POSITION DESCRIPTION

Title: Bus Driver
Department: Fayette Transportation
Job Analysis: Initial Issue

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Transportation Manager
Subordinate Staff: None
Internal Contacts: City Council, Mayor, City Clerk, Co-workers
External Contacts: General Public, Business Community
Status: Classified/Non-Exempt

Job Summary

Operate vehicles, carry out pre-trip and post-trip inspections, keep vehicle clean, and keep accurate reports concerning routes, passengers, vehicles and monies (fares), assist passengers within established guidelines. On-call as needed for emergency evacuation.

Job Domains

A. Essential Functions

1. Maintain control of passengers while they are aboard the vehicle.
2. Secure and tie down wheelchairs properly.
3. Record the time of each pickup and drop off.
4. Record the odometer of each pickup and drop off.
5. Remember addresses and directions.
6. Properly perform a pre-trip and post-trip inspections of the vehicle.
7. Report on maintenance issues and safety hazards.
8. Maintain cleanliness of vehicle.
9. Maintain fuel level of vehicle.
10. Collect fares of passengers.
11. Assist passengers within established guidelines.
12. Provide information to passengers.

13. Speak professionally and clearly on radio / phone.
14. Assist in emergency evacuation as needed.
15. Participate in training activities.

Knowledge, Skills, and Abilities

1. Skills and ability to communicate effectively and clearly with public mostly elderly and impaired.
2. Ability to keep detailed records and make accurate reports.
3. Ability to read road signs correctly.
4. Knowledge of rules and regulations of defensive driving.
5. Ability to follow routine oral and written instructions.
6. Math skills to keep correct figures on fares, adding miles traveled and gallons of gas and oil purchased.
7. Knowledge and understanding of the Alabama State Highway Public Transportation Highway rules and regulations.
8. Ability to deal with the public in a professional, courteous, and polite manner.
9. Ability and patience to work with individuals with special needs.
10. Ability to operate a direct link radio / cell phone and to communicate effectively and clearly.
11. Ability to work in computer software programs and GPS units.
12. Ability to remember addresses and directions.
13. Ability to follow oral and written instructions.

Other Characteristics

1. Willing and able to be trained to secure a wheelchair down properly.
2. Must be able to travel as deemed necessary.
3. Need to have transportation to work.
4. Willing to work non-standard hours as necessary.

Physical Qualifications

1. Ability to see, read, write, stand, walk, reach, pull, push, bend, turn, climb, escort passengers, observe passengers, lift a minimum of 50 lbs. unassisted and secure passengers and mobility devices.
2. Must have 20/40 vision or better with corrected lenses.

Minimum Qualifications

1. Must have a valid Driver's License.
2. Criminal background check authorization required.
3. Pre-employment drug screening, random drug screening and post-accident drug and alcohol screenings are required.