

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Lead Bus Driver

Pay Class: 19 General

FLSA Non-Exempt

DEFINITION

Under supervision of the Senior Administrative Analyst, operates busses, collects fares, prepares logs, maintains a clean and safe bus, carries out daily pre-trip inspections and other periodic maintenance checks, assists the traveling public and does related work as required.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Operates transit vehicles on inter-City or intra-City routes, and for other transportation services as needed.
- Carries out daily pre-trip inspections and performs other regular safety and cleanliness checks as required.
- Collects fares, maintains well documented transit logs relating to rider ship, fares, and operating conditions.
- Provides special assistance to disabled passengers.
- Works effectively with the public and assists with traveling.
- Provides parcel delivery service as needed.
- Trains relief bus drivers.
- Schedules and provides direction to relief bus drivers.
- Maintains inventory of material used in the maintenance of transit vehicles.
- Performs other transit related duties as required.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Education: Equivalent to completion of the twelfth grade.

Experience: Experience driving buses or operating double or triple axle trucks.

Licenses: Valid State of California Drivers License, Class B, with Passenger and Air Brake Endorsements; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs. Verification of Transit Training (VTT), Special Driver Certificate for General Public Para-Transit Vehicle (GPPV) or School Bus, and Driver's Medical Exam Certification Card required.

Other: Position requires the final approval and insurability by Fresno County; must have a clean driving record with no conviction of driving under the influence of drugs or alcohol.

NOTE: *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KAS's necessary to perform essential tasks of the position.*

Knowledge of: The operation and maintenance of buses, double or triple axle vehicles or related equipment.

Skill and Ability to: Understand and carry out oral and written directions; make independent decisions when necessary; deal courteously and effectively with the public.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Ability to see well enough to read small print, gauges, instruments, oncoming traffic and road signs; ability to drive during night time hours and in all weather conditions; sense of smell to detect smoke and unusual odors; mobility to kneel, crouch, bend; dexterity to use small tools; strength to lift up to fifty (50) pounds; and the ability to sit for eight (8) hours. Must be able to pass the California Department of Motor Vehicles (DMV) physical examination.

Approved by:  9/12/19
Marijsa Trejo, City Manager Date