

City of Carson
Class Specification
Local 809

City Council Reso. No: 21-118
Bargaining Unit: AFSCME

FLSA: Non-Exempt

CITY OF CARSON

~~Title:~~ BUS DRIVER (PART-TIME)

Formatted: Centered

Job Summary:

Under the direction of an assigned supervisor, operates buses of various sizes to provide safe and efficient transportation services to citizens.

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. Drive a variety of public transportation vehicles including buses of various sizes, mini-buses and handicapped buses, transporting citizens to designated locations in accordance with schedules and time lines.
2. Inspect bus prior to operation including checking items such as fuel, engine oil and water, tires and lights utilizing bus safety checklist.
3. Maintain vehicles in clean and proper working condition; report repair needs.
4. Participate in trip and transportation preparations including making and confirming reservations, obtaining information regarding weather and road conditions and selecting bus routes.
5. Provide assistance to passengers, such as assisting handicapped passengers entering or exiting the bus.
6. Observe legal, safe and defensive driving practices.
7. Maintain records and logs related to bus maintenance, safety and operation; prepare weekly monthly and quarterly statistical reports as assigned.
8. Perform basic first aid as necessary and in accordance with established guidelines and procedures.
9. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this part-time classification is as follows:

Education and Experience:

Sufficient education and training to demonstrate the knowledge and abilities listed above and two (2) years experience in the operation of public transportation vehicles including buses of various sizes.

Knowledge of:

- Safe driving practices.
- Laws, rules and regulations related to the operation of public transportation vehicles.
- Basic First Aid procedures.
- Record-keeping techniques.
- Basic preventive maintenance of buses.

Skill and Ability to:

- Operate buses of various sizes safely and efficiently.
- Recognize malfunctions in equipment and take appropriate action.
- Maintain assigned vehicles in clean and safe operating condition.
- Read and interpret maps.
- Communicate effectively with others.
- Observe legal and defense driving practices.
- Assist handicapped passengers entering or exiting the bus.
- Perform Basic First Aid.
- Understand and follow oral and written directions.
- Read, interpret and follow rules, regulations, policies and procedures.
- Train and provide work direction to others.
- Maintain records and logs.
- Establish and maintain cooperative and effective working relationships with others.

License or Certificate:

~~Class II California Driver's License and a Valid First Aid Certificate issued by an authorized agency.~~

Possession of a valid California Class A or B Driver's License;; passenger endorsement; Medical Examiner's Certificate; California Verification Of Transit Training (VTT) certificate. A current DMV driving record printout (K4) reflecting a good driving record. A valid First Aid Certificate and CPR Certificate is desirable. Employees in this classification will be enrolled 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, reach and bend.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work around loud noise.

- May be required to work around moving mechanical parts.
- May be required to work around electrical current.
- May be required to work evenings or weekends.

~~Nash and Company~~
~~July 1996~~