

RESOLUTION NO. 21-118

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,
CALIFORNIA, AMENDING THE CLASSIFICATION PLAN,
RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB
CLASSIFICATION SPECIFICATION FOR PART-TIME BUS DRIVER

WHEREAS, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a “mutual obligation” to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

WHEREAS, the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, the City of Carson desires to update the existing classification specification of **SENIOR BUS DRIVER** to provide a current and accurate description of the various duties performed by said position; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised classification specification for the **PART-TIME BUS DRIVER**.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The revised classification specification for **PART-TIME BUS DRIVER**, (Range 835, \$20.25 - \$25.84) attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, is hereby adopted.

Section 3. The Chief Deputy City Clerk shall certify to the adoption of this resolution and deem it effective as of September 7, 2021, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 7th day of September, 2021.

MAYOR LULA DAVIS-HOLMES

ATTEST:

CHIEF DEPUTY CITY CLERK JOHN CARROLL

APPROVED AS TO FORM:

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, John Carroll, Chief Deputy City Clerk of the City of Carson, California, do hereby certify that the whole number of members is four; that the foregoing resolution, being Resolution No. 21-118 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 7th day of September 2021, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: _____
Chief Deputy City Clerk

BUS DRIVER (PART-TIME)

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 timelines.
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:

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.