



Job Description: Bus Driver

PAY GROUP: HOURLY

OCCUPATIONAL CATEGORY: Service/Maintenance

JOB TITLE: Bus Driver-Part Time (County) FLSA: Nonexempt

OBJECTIVE:

To safely transport passengers.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Transportation Manager / Transportation Supervisor
2. Directs: Does not supervise any employees.
3. Other: Has daily contact with the general public.

GENERAL STATEMENT OF DUTIES:

This is a non-supervisory position. Duties include driving a small transit bus, in a safe, courteous, and efficient manner, collecting the appropriate fare, and providing passenger information as required or upon request.

ESSENTIAL JOB FUNCTIONS:

- Operates a small transit bus in a safe and proper manner, including operating various switches and door handles, repetitive circular motion when steering, twisting, opening and closing various doors, repetitive motion involving feet, ankles, and legs when applying pressure to gas or brake pedals
- Pick-up and deliver passengers in response to radio dispatches
- Gives special attention to needs of elderly, and/or disabled passengers and school children
- Assists passengers (both able bodied and disabled) into and out of vehicle including going up and down stairs, and to the door of the building
- Assists riders with straps, safety belts, and wheelchair restraints as needed
- Operates wheel chair lifts and properly secures passenger wheelchairs and walkers to the floor of the vehicle. These tasks involve bending, stooping, pulling, pushing, stretching, twisting and kneeling
- Collects proper fares, makes correct change, punches passes and sells passes
- Operate a two-way radio system in accordance with established rules and regulations of City/County Transportation and Federal Communication Commission (FCC)
- Must be capable of using a cell phone to communicate with the office and schedule trips for passengers
- Performs daily pre and post-trip vehicle inspections on the bus to ensure it will operate safely.

This task may involve, bending, reaching, stooping, pulling, and pushing

- Prepare written reports on traffic accidents, bus incidents, and service requests
- Maintain a clean vehicle, including mopping, sweeping, dusting, and power washing the outside. This task may include repetitive motion of arms, wrists, hands, and/or fingers.
- Must be able to fuel vehicle
- Maintains manifests including passenger name, address, time of pick-up and drop-off, mileages, and number of passengers carried
- Must be capable of operating a Mobile Data Terminal (MDT) in the vehicle, to send and receive information from dispatch
- Ability to respond to medical emergencies and injuries to passengers in a manner consistent with City/County Transportation policies and procedures
- May assist passengers with loading groceries, bags, suitcases, and/or boxes on and off the bus
- Daily outdoor work includes but is not limited to exposure to: dampness, dirt, noise, temperature extremes, vehicle fumes, petroleum products, chemicals, vehicle vibrations, traffic, road and weather conditions
- Will be required to lift weight up to 25 pounds
- Must have good peripheral vision to operate bus
- Must have good depth perception to judge distances
- Must have good distance vision of at least 20 feet or more
- Must arrive at work on time and must maintain a regular and reliable level of attendance

OTHER IMPORTANT JOB FUNCTIONS:

May perform routine maintenance or make minor repairs;

The above statements are not a complete list of all responsibilities, duties, and skills held or performed by employees in this job. Employee may perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to operate safely a small transit bus; knowledge of city and county streets; ability to work effectively with the general public, especially the elderly, disabled, and school children; the ability to recognize and report bus maintenance problems.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduate or equivalent. Preferably some experience in working with the public;

OR

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CONDITIONS OF EMPLOYMENT:

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

CERTIFICATES AND LICENSES REQUIRED:

Valid Texas Commercial Drivers License, Class C, with Passenger endorsement.

Must maintain a satisfactory driver's license.

To apply for employment with the City of Cleburne:

In person: 10 N. Robinson Street, Cleburne, TX; (Mon.-Fri.; 8a-5p)

Website: www.ci.cleburne.tx.us

Email resume/applications for open positions to: hr@cleburne.net

The Public Library: Access to the City's website and job openings is available through the Cleburne Public Library.

Phone information: 817-645-0945 or 817-645-0915