

CITY OF RIDGECREST

DATE: January 21, 2004

SENIOR BUS DRIVER/DISPATCHER

Definition

To coordinate driver training; to train Bus Drivers to required standards for operating buses in City of Ridgecrest transit systems; to operate a bus in transporting passengers on City of Ridgecrest transit systems; and to assist in transit system administration.

Distinguishing Characteristics

This is the advanced journey level class in the Bus Driver series. Employees within this class are distinguished from the Bus Driver by the performance of the full range of duties as assigned including training of Bus Drivers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Supervision Received and Exercised

Receives general supervision from the Transportation Supervisor.

Exercises technical and functional supervision over Bus Drivers.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan and conduct classroom and behind-the-wheel training for new drivers; plan and conduct refresher and safety training for experienced drivers; document training provided in driver files.

Acquire and maintain training and safety materials.

Drive bus in the transportation of passengers on a fixed-route or request basis; maintain on-time service and safe operation; clean bus and perform routine bus maintenance as required.

Perform communication and dispatch duties on a relief basis or when assigned.

Maintain records and statistics and enter data in a computer.

When assigned, count fare-box receipts; prepare and make bank deposits.

When assigned, assist in maintenance of bus shelters, stops and the transit system office.

When assigned, order and pick-up supplies.

Build and maintain positive working relationships with co-workers, other City of Ridgecrest employees and the public using principles of good customer service.

Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- Principles and practices of transit system operation.
- Principles and methods of training.
- Large vehicle operation and maintenance.
- Safety and emergency procedures.
- Principles of customer service.
- Transit-related laws and regulations.
- Modern office procedures, methods and computer equipment.

Ability to:

- Drive a bus and maintain the necessary licensing and physical standards.
- Train others through classroom presentations and behind-the-wheel instruction.
- On a continuous basis, know and understand bus driving activities and observe safety rules. Intermittently analyze driving conditions; identify safety hazards; and remember how to operate a bus.
- Intermittently sit while driving a bus; stand and walk while performing routine maintenance on a bus; regularly lift very heavy weight.
- Communicate clearly and concisely, both orally and in writing.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Act quickly and calmly in emergency situations.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey level experience equivalent to a Bus Driver and/or Dispatcher.

Training:

Successful completion of the experience requirement is proof of sufficient training for this class.

License or Certificate:

Possession of a valid Class B driver's license or the equivalent with passenger endorsements. Proof of adequate vehicle insurance and medical clearance may also be required. General Public Para Transit Vehicle (GPPV) and Verification of Transit Training (VTT) Certification required.

Possession of, or ability to obtain prior to completion of the probationary period, a Mass Transit Training Certificate issued by the Transportation Safety Institute or California Department of Education.

Possession of or ability to obtain CPR certificate.

Possession of or ability to obtain first aid certificate

PHYSICAL PROFILE: I; 4,7, 12.