

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

TRANSIT DRIVER

4103

GENERAL PURPOSE: This is transit equipment operation work. Employees in this position are required to wear a uniform while driving and must report to work with a neat and clean appearance. Must be at least 21 years of age.

CLASSIFICATION SUMMARY: Drives buses and paratransit vans in a safe manner over assigned routes according to established time schedules while being courteous to the public and maintaining order in the vehicle. Checks fluid levels and conducts pre-trip vehicle inspections. Equipment operation and route training are provided prior to operating vehicle alone. Does not supervise employees. More experienced employees may be assigned to familiarize a new employee with routes and evaluate their skills. Reports to the Lead Driver/Dispatcher for schedule and other changes. Once experience is gained through on-the-job training, work is performed independently according to established time schedules and regulations.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Checks fluids and tires on vehicle before starting; conducts inspections before, during and after operation to note damage or defects including body damage, tires, radiator, lights, instruments, brakes, radio, and other equipment; makes notes on defect sheet.

Operates a passenger bus on a designated route and/or a paratransit van on a designated schedule, safely picks up and discharges passengers, collects fares, verifies passes (ID for validity), coordinates transfers, counts riders through fare type on hand-held unit; operates wheelchair lifts and restraints for passenger safety and comfort; regulates heating, cooling, lighting, and ventilating systems for passenger comfort; receives passenger surveys.

Promotes positive passenger relations by greeting passengers in a pleasant and courteous manner; collects fares and issues transfers; gives information concerning routes, fares, schedules, and transfer points; secures and turns in articles found in vehicle; completes trip and other reports; distributes and receives passenger surveys.

Receives input from passengers in a polite manner and attempts to provide appropriate information; refers information to supervisor; makes suggestions to supervisor on safety and route improvements; reports observed accidents, hazards, and other circumstances requiring attention to dispatcher.

May participate in the cleaning of buses, facilities, and assists in the office when available or has free time, uses power washer to clean buses and vans, sweeps vehicles, empties waste baskets, answer telephone, provides information to public on route and paratransit service (does not schedule Dial-A-Rides).

Operates two-way radio in a professional manner, makes ADA stop call-outs, performs hourly vehicle walk-through and walk-a-rounds while on route, and reports changing conditions of Dial-A-Ride patrons to office staff.

Will be required to attend training, retraining or other informational meetings as necessary.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Ability to:

- Demonstrate self-motivation, service to the public, and a willingness to do a good job.
- Operate a vehicle safely while observing passenger activities in the bus and at the bus stop;
- Successfully complete initial classroom and field training;
- Safely operate a large passenger bus and paratransit van independently on assigned route within established time schedules on crowded streets in all weather conditions;
- Deal with public in a pleasant and courteous manner and to remain calm in adverse weather conditions, crowded traffic conditions, and when dealing with irate or disorderly passengers;
- Establish and maintain effective working relationships with supervisors, department personnel, other city employees, and the public;
- Understand and carry out written and oral instructions;
- Demonstrate excellent driving skills;
- Successfully complete a certified first aid class and to correctly apply training to passengers as required.
- Accurately maintain records of fare categories, transfers coordinated, equipment defects, and time schedules;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Demonstrate sensitivity to a diverse group of individuals including the elderly and disabled;
- Work varying hours including early morning, late evening, and on weekends;
- Attend work on a regular and dependable basis;
- Make ADA call outs;
- Pass a drug screen upon offer of employment;
- Pass a Washington State Patrol background check;
- Pass a transit orientation people skill test;
- Physically perform the essential functions of the job;
- Possession of a valid driver's license and a safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Two years' experience with the safe operation of passenger cars, trucks, or other motorized vehicles in a variety of weather conditions and a willingness to serve the public; or any equivalent combination of experience and training. Ability to obtain a commercial driver's license, Class B, with air brake restriction removed.

TOOLS AND EQUIPMENT USED:

Paratransit van, bus, or car; fuel pumps; wheelchair lifts; power washer and hand tools used in the maintenance of transportation vehicles; phone; two-way radio; hand-held computer used on buses.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of the job, the employee is required to sit for extended periods of time. The employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The employee must occasionally lift and/or move up to 50 pounds.

This is a safety-sensitive position and is subject to random drug and alcohol testing as a condition of employment.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Non-Exempt

Adopted: 9/82 Revised: 9/91, 4/94, 12/01