

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 927

BUS DRIVER

GENERAL

This is vehicle operation work in transporting passengers of a mass transit system. This position operates a passenger bus over the prescribed routes within the City or other related transportation program tasks. The Bus Driver is responsible for the safety of their passengers, as well as use of defensive driving skills and adhering to all procedures, rules, and motor vehicle regulations: work is performed in the Parks and Recreation Department.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Operates passenger bus, mini-buses, and vans according to established routes and schedules.
- Maintains records and logs on travel time, mileage, gas, purchases, passengers served, traffic accidents, and passenger injury.
- Oversees the safety of passengers and enforces rules with them.
- Inspects and adjusts equipment for proper operating condition. Inspects body of coach for unreported damage.
- Takes vehicle to Fleet mechanics to be serviced for repairs and/or maintenance.
- Operates vehicle carefully, safely, and within the prescribed time schedule.
- Work is performed within established rules and procedures with the utmost regard for the safety of the passengers, the general public and all equipment.
- Ensures the assigned vehicles are clean.
- Develops vehicle/bus driver schedules.
- Punctuality and regular attendance are essential functions of this position.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the state and county traffic and motor vehicle regulations.
- Knowledge of defensive driving methods.
- Ability to enforce rules and communicate effectively with the public.
- Ability to operate the assigned vehicle in the prescribed manner.
- Ability to detect improper functioning mechanical systems on the assigned vehicle.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Must be a high school graduate or possess a GED. Some experience in operating large vehicle, i.e. bus, R.V., and tractor trailers.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Physical strength and agility sufficient to do strenuous laboring tasks under varying weather conditions. Ability to lift up to 50 lbs.

SPECIAL REQUIREMENTS

Possession of a valid Florida Class “B” Commercial Driver’s License (CDL) with Passenger Transport Endorsement.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 12/16

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 15/42

Location: Parks and Recreation Department