



JOB TITLE:	BUS OPERATOR	DIVISION:	BUS
REPORTS TO:	MANAGER OF TRANSPORTATION FIELD OPERATIONS	EEO CATEGORY:	08 - SERVICE
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN RAFAEL, SAN FRANCISCO, NOVATO, OR THE SANTA ROSA LOTS.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general supervision, operates a variety of transit vehicles to transport passengers along specific, assigned routes according to the District's requirements. Provide service in a safe, courteous and reliable manner. Responsible for written reports and other information as required. Upon completion of the Golden Gate Transit Training Program, the employee operates regularly scheduled assignments. All runs will originate in either Santa Rosa, Novato or San Rafael.

Essential Responsibilities

- Transports passengers along assigned routes, making designated stops as required or requested
- Uses the fare box to accurately collect fares, issues transfers and gives general information
- Completes reports on patron count, non-scheduled mileage, vehicular deficiencies, fare box, accidents and other reports as required
- Operates automatic lift on buses and assists passengers in wheelchairs, those using crutches or walkers, or who have speech or mental difficulty
- Ensures that Driver's license and all other documents required of a commercial licensee are maintained and are current and valid
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required

Required Knowledge, Skills and Abilities

Knowledge of: District policies and labor agreement (MOU) provisions. Occupational health and safety rules and working practices applicable to this position.

Skills or Ability to: Read, write and speak English and perform basic mathematical procedures. Safely and smoothly operate coaches. Follow instructions and work independently. Effectively communicate and be able to work with a diverse public in a courteous, calm and professional manner under all circumstances. Respond quickly, accurately and pleasantly to customer needs. Speak distinctly, clearly, and professionally. Work during the week and evenings, nights, weekends and holidays.

Minimum Qualifications

Education and/or Experience:

- No experience is necessary.
- Must be a licensed driver for at least seven (7) years prior to the date of this posting.
- Satisfactory Driving Record
 - **NO** Reckless Driving CVC 23103 through 23109 (reckless driving), or Driving Under the Influence CVC 23152 – 23153 (driving under the influence of alcohol or drugs). **Any DUI or Reckless Driving violation on your DMV printout within the last seven (7) years is an automatic disqualification.**
 - **No** more than two (2) moving violations and zero (0) “at fault” accidents within the last three (3) years. **Applicants with more than two (2) moving violations within the last three (3) years will be reviewed on a case-by-case basis and such violations may be cause for non-selection.**
 - **NO** license suspension, revocation or probation for a period of 3 years prior to the date of this posting.
 - **NO** convictions of California State Vehicle Code 20001 (leaving the scene of an accident involving bodily injury or death).
 - **NO** Failures to Appear or Failures to Pay on DMV printout at the time of submission.
 - Any accidents on DMV printout must be accompanied by an insurance or police report verifying that you were not at-fault. If accident occurred while driving for an employer a company report is also required.
 - Other violations, citations, and/or accidents will be reviewed on a case by case basis and may be cause for non-selection.
- Must pass the Student Bus Driver Training program and Probationary period.

Required License(s):

- Must possess and maintain a current, valid California driver’s license and satisfactory driving record.
- Must be a licensed driver for at least 7 years prior to the date of posting.
- No more than 1 moving violation and no "at fault" accidents within the last 3 years.
- No reckless driving and DUI within the last 7 years.
- No license suspension, revocation or probation for a period of 3 years prior to the date of this posting.
- No Failures to Appear or Failures to Pay on DMV printout at the time of submission.

- Other violations, citations, and/or accidents will be reviewed on a case by case basis and may be cause for non-selection.
- Ability to obtain a Commercial Driver License (CDL) is part of the completion of the Student Bus Driver Training program.

Physical Requirements:

A. *For Driving by Federal Regulations:*

- *Have a vision at or correctable to 20/40 (Snellen), a field of vision of at least 70 degrees in the horizontal meridian in both eyes, and recognize the colors red, green and amber.*
- *Possess hearing in at least one ear allowing the perception of a whispered voice at five (5) feet.*
- *Has no loss of a foot, a leg, a hand, or an arm, or has been granted a skill performance evaluation certificate.*
- *Has no impairment of:*
 - *A hand or finger which interferes with prehension or power grasping; or*
 - *An arm, foot, or leg which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or has been granted a skill performance evaluation certificate.*
- *Has no established medical history or clinical diagnosis of diabetes mellitus currently treated with insulin for control unless the person meets the requirements in 49 CFR 391.46.*
- *Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure.*
- *Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with his/her ability to control and drive a commercial motor vehicle safely.*
- *Has no current clinical diagnosis of high blood pressure likely to interfere with his/her ability to operate a commercial motor vehicle safely.*
- *Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with his/her ability to control and operate a commercial motor vehicle safely.*
- *Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a commercial motor vehicle.*
- *Has no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with his/her ability to drive a commercial motor vehicle safely.*



B. By District Standards: Must be able to successfully pass the District's pre-employment drug and physical tests and acquire at least a six (6) month medical clearance. The District's pre-employment tests include the DMV physical, functional performance physical and FTA DOT drug screen.

- *Ability to sit without discomfort for prolonged periods of time on a variety of driver's seats in different models of buses, and fit behind the steering wheel with clearance between abdomen and wheel.*
- *Turn head up to 180 degrees in either direction on a regular and frequent basis.*
- *Ability to bend, crouch, kneel, and/or balance while simultaneously manipulating and fastening tie-down straps for wheel-chair tie-downs.*
- *Requires maintaining physical condition necessary for walking to enter and exit the vehicle, standing, lifting/carrying up to 50 pounds, pushing/pulling, and holding/gripping the steering wheel with both hands.*
- *Ability to communicate in person and over the dispatch radio.*
- *Constant mental alertness while driving in heavy traffic, diverting traffic and traffic hazards.*
- *Work in varied shifts and/or hours.*