

CITY OF FOLSOM

TRANSIT BUS DRIVER

DEFINITION

Under general supervision, operate a bus over fixed routes and transport passengers.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Drive a bus over designated routes in accordance with time schedules.
- Assist passengers in entering and leaving the bus.
- Assist passengers with safety seat belts.
- Calculate and collect passenger fares.
- Observe the behavior of passengers and maintain passenger order.
- Render emergency aid to passengers if needed.
- Perform pre and post safety inspections of buses.
- Prepare and maintain daily records as assigned.
- Write reports as required.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.

Knowledge of:

- Motor vehicle, traffic, and safety codes, and applications.
- Basic arithmetic calculations.
- Elements of first aid.

Ability to:

- Operate a bus on assigned routes.
- Safely drive and operate a bus.
- Safely load and unload passengers at designated bus stops.
- Collect fares accurately and make cash transactions.
- Make basic arithmetic computations related to fares.
- Maintain order among passengers on the bus.
- Understand and follow oral and written instructions.
- Organize and maintain daily logs and records.
- Effectively communicate verbally and in writing.

- Maintain effective working relationships with those contacted in the course of work.
- Safely drive in inclement weather.
- Follow and obey traffic rules and regulations.
- Read maps.

Minimum Qualifications:

Experience:

One (1) year of full-time experience working in a customer service position and one (1) year previous licensed driving experience. Previous experience as a licensed bus or truck driver is desirable.

License, Certificate, Registration Requirements:

- Possession of, or ability to obtain and retain, a California Commercial Class B driver license with air brake endorsement.
- A passenger endorsement is desirable.
- A Vehicle Transportation Training (V.T.T.) Certificate within 6 months of appointment.

Physical Requirements:

Work is performed in a typical field setting. (1) Mobility: frequent use of hands and feet, turning, continuous sitting; occasional standing and walking; occasional bending, squatting, kneeling. (2) Lifting: frequently up to 10 pounds. (3) Vision: constant use of overall vision in both eyes, including depth perception, peripheral, color, ability to adjust and focus, distance, and close-up. (4) Dexterity: frequent repetitive motions with hands and feet; frequent grasping, holding, and reaching; occasional writing. (5) Hearing/Talking: continuous hearing and talking in person. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and co-worker contact. (7) Environmental: frequent exposure to loud noise; occasionally exposed to fumes, smoke, and gas.

Other Requirements:

Must be twenty-one (21) years of age at the time of appointment.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: