



# CITY OF BANNING, CALIFORNIA

## Bus Driver

Job Code: 3340

FLSA

Exempt

Non-Exempt

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**JOB DEFINITION:** Under general supervision, operates passenger coach over specified or demand responsive routes to transport people to and from their destination in a safe, courteous and timely manner.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Operates passenger coach over specified or demand response routes on an assigned shift. Pre-inspects coach to detect and report safety or maintenance problems. Installs and checks fare box vaults and observes time schedules along assigned route.

Reviews daily schedule to verify location of all stops. Picks-up and discharges passengers at scheduled stops. Ensures receipt of proper fare. Accepts or issues passenger transfers and completes required paperwork including passenger or transfer counts. Secures passenger apparatus before moving vehicle as necessary.

Answers passenger questions and furnishes accurate information. Deals appropriately with disorderly or unruly passengers. Reports mechanical defects, accidents, road hazards, personal or passenger injuries to supervisors. Operates two-way radio and operates wheelchair lift as needed. Maintains coach cleanliness and observes safe operating practices at all times.

Performs other duties as assigned or required.

### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of customer service techniques and concepts.
- Knowledge of basic mathematical computations.
  
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in safe operation of a passenger coach.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.

(continued on reverse side)

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**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** one (1) year of experience in the operation of medium-sized commercial vehicles or passenger buses.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and must maintain a Class B California driver license with a passenger endorsement. Must have one the following certifications: Vehicle Training Transit (VTT), School Bus Driver or School Pupil Activity Bus (SPAB) Certification. Must be twenty-one (21) years of age at time of hire. Must pass background investigation and successfully complete periodic physical examinations as required by federal transportation regulations.