



CITY OF BANNING, CALIFORNIA

Lead Bus Driver/Trainer

Job Code: 3350

FLSA ☐ **Exempt** ☒ **Non-Exempt**

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 and provides training and day-to-day lead direction to other Bus Drivers.

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: Provides day-to-day lead direction to Bus Drivers including scheduling driver hours. Monitors Bus Drivers daily performance/operation of fixed route, including efficiency, system safety and on-time performance, on-board ride checks and documents Bus Drivers' overall compliance with rules, regulations, and safety requirements. Assists other operators with passenger relations, including coordinating various aspects of customer complaints. Provides input to the Community Services Director on Bus Drivers' performance evaluations, including disciplinary actions as required. Participates in the selection process of new Bus Drivers.

Trains new and experienced Bus Drivers and other City personnel in all areas of coach operation, including vehicles, equipment, and procedures. Conducts classroom training on coach operation and transit procedures, rules, and regulations. Conducts individual or group retraining for employees as needed. Maintains various training records for internal use and for the California DMV training verification.

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.
- Knowledge of basic employee supervision practices.

(continued on reverse side)

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- 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.
- Skill in the presentation and teaching of technical material related to transit operation rules and regulations.

MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** three (3) years 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 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. Must have, or be able to obtain within first three months of employment, U. S. Department of Transportation, Transportation Safety Institute Instructor Certificate.