



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

*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 1 moving violation and no "at fault" accidents within the last 3 years. **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:**

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.