



City of Delano

Transit Bus Driver/Operator (Full- Time/ Part Time)

SALARY	\$18.41 - \$22.38 Hourly \$1,472.77 - \$1,790.77 Biweekly \$3,191.00 - \$3,880.00 Monthly	LOCATION	140 W 11th Ave, Delano
JOB TYPE	Full-Time	JOB NUMBER	202200063
DEPARTMENT	Transportation	OPENING DATE	09/13/2023
CLOSING DATE	10/4/2023 5:30 PM Pacific		

Job Purpose

To be considered for this position, please attach the following to your application.

- **D.M.V. printout**
- **Class B Driver's License/Passenger Endorsement**
- **Valid DL-51A Medical Certificate**

Under direction, operates a transit system vehicle, van, or mini-bus in the transportation of passengers over designated routes according to a time schedule, or on passenger-initiated routes, obeying all driving and vehicular safety rules and regulations. Provides necessary assistance, information and interaction with passengers to assure their effective and safe use of the City's transportation program.

Essential Duties and Responsibilities

Disclaimer- This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed. In other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Drives a car, bus, van, or minibus in transporting passengers over designated routes or on open routes.
- Provides safe passage and protection of passengers during their period of travel.
- Drives transit system vehicles over a designated route in accordance with time schedules and City rules and regulations.
- Drives transit system vehicles on Dial-A-Ride, picking up passengers at a time and place requested and taking them to various locations within the City's metropolitan area.
- Serves a variety of special-need repeat clients (e.g. Special Education Students, Senior Citizen, DADD participants, etc.) requiring contact and coordination with care-givers and parents.
- Assists with the loading and unloading of wheelchair passengers with wheelchair lifts.
- Assists blind and handicapped passengers.
- Operates wheelchair lift and chair lock-down.
- Assures that passengers are using the correct bus.

- Ensures safe passage of all passengers.
- Ensures payment of correct fares by passengers.
- Dispenses transfers to riders as necessary.
- Counts passengers, account for and turn in collected fares on a daily basis.
- Answers passenger questions, maintains order on vehicles and exercises authority and judgment in the maintenance of order and passenger safety.
- Operates a two-way radio to maintain contact with base station dispatcher.
- Maintains records and logs and prepare reports.
- Completes accident, incident, and injury reports.
- Makes daily and periodic checks of vehicles to maintain safe operating conditions.
- Performs basic operational maintenance.
- Advises supervisor and mechanic of necessary repairs.
- Cleans the interior and washes the exterior of the vehicle daily.
- Uses cleaning chemicals and solutions to wash and clean vehicle.
- Follows City policies regarding schedules, uniforms, and public relations.
- Enforces City rules and regulations pertaining to use and operation of City vehicles.
- Reports safety hazards and other incidents and accidents observed in the course of assigned route and Dial-A-Ride operations.
- Identifies locations and describes circumstances.
- Reports incidents which affect the safety of the public to the supervisor.
- Enters and retrieves data and prepares reports following established formats.
- Performs a variety of other duties as assigned.

Minimum Qualifications

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Principles and practices of PC's and related software.
- Safe driving practices and provisions of the California Vehicle Code.
- Basic record keeping principles and the operation of standard office equipment.

Skilled in:

- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships.
- Communicating with the public.
- Focusing on driving and the safety and convenience of the passengers.
- Assisting elderly and physically challenged passengers entering and exiting vehicles.

Ability to:

- Communicate effectively verbally and in writing.
- Operate a PC and related software.
- Maintain effective working relationships with other people.
- Pass a comprehensive background, pre-employment medical and physical examination, and any subsequent examination that may be required.
- Comply with the City's Substance Abuse and Procedures Policy for Safety Sensitive Employees.
- Safely and effectively drive a car/bus/van/minibus.
- Maintain sound client/customer relationship to foster satisfaction with the service.
- Communicate in oral and written English.
- Maintain order among passengers.
- Work cooperatively with others.

- Recognize malfunctions in equipment and take appropriate action.
- Learn designated bus routes and related stops and traffic hazards.
- Read, understand, and apply division procedures, practices, and regulations.
- Interface with the public under a variety of circumstances.

Education and/or Experience

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities.

A typical way to obtain these would be:

- High School Diploma or an equivalent certificate or diploma recognized by the State of California.
- Possess a valid Class B Commercial California Driver License, with
 - Passenger Endorsement
 - Verified Transit Training Certificate or acquire such certificate within three (3) months of employment or appointment, and
 - General Public Para-Transit Rating Certificate (DMV) or acquire such licenses and certificates within six (6) months of employment or appointment to the classification.
- Maintain a valid DL-51A biannual medical certificate.
- Five (5) years to Seven (7) years of driving experience under a Class C California Driver License.
- One (1) to Two (2) years of driving experience under a Class B California Driver License, preferred.
- Maintain a valid California Driver License with an overall driving record acceptable to the City.

Candidates with the most relevant qualifications will be invited to participate in the interview and testing processes. References checks, Live Scan, background investigations, psychological testing, and pre-employment physicals including drug testing are part of the employment process and background standards.

Agency

City of Delano

Address

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Website

<http://www.cityofdelano.org>