



JOB DESCRIPTION

JOB TITLE: Bus Driver

PAY GRADE: Grade 2

WAGE RANGE: \$ 34,107.01 - \$ 44,512.00

FLSA STATUS: Non-exempt

Classification: This job classification has been designated as a safety-sensitive job classification in accordance with the Oklahoma Medical Marijuana and Patient Protection Act, 63 O.S., § 427.1 *et seq.*, (OSCN 2019), effective August 29, 2019.

This means employees in this job classification can be subject to disciplinary action up to and including termination if they test positive for marijuana components or metabolites, even if they possess a medical marijuana license.

JOB SUMMARY: Under the general supervision of the department supervisor. Perform operator maintenance and operate a municipal bus on a demand route.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Regular attendance is required.
- Must be able to bend, stoop, twist, and work on knees and in confined spaces to operate safety straps for special needs.
- Must possess physical strength and eye/hand coordination sufficient to perform maintenance duties and assist passengers to enter and exit the bus.
- Requires depth perception and color vision.

EXAMPLES OF SPECIFIC CORE JOB RESPONSIBILITIES (not all inclusive):

- Operate the bus and its safety equipment.
- Operate wheelchair lifts to assist special needs passengers.
- Assist special needs passengers on and off the bus.
- Perform pre- and post-operation operator checks on the vehicle to include fluid levels, lights, horns, tires, breaks, turn signals, etc.
- Clean and wash the interior daily.
- Follow daily drivers' log for scheduled passenger pickup and delivery.
- Pick up and deliver additional passengers as directed by the dispatcher.
- Monitor radio and remain in contact with dispatcher and notify the dispatcher of unscheduled or dispatched passengers.
- Receive and account for change fund daily.
- Accept payment from passengers, and make change as required.
- Reconcile daily log, cash received, and change fund daily.

EXAMPLES OF NON-CORE JOB RESPONSIBILITIES (not all inclusive):

- Perform other tasks as assigned by dispatcher or supervisor.
- Serve as eyes and ears, reporting noticed problem areas in infrastructure and signage to supervisor.

QUALIFICATIONS:

A. REQUIRED:

Knowledge:

- Must have basic English reading and writing knowledge to read and maintain daily logs and maintenance records.
- Basic knowledge of math to make change and reconcile cash accounts.
- Must be aware of capabilities, safety requirements, operator maintenance schedules and procedures of equipment operated.

Skills:

- Basic mechanical skill to perform operator maintenance and checks of equipment.
- Skill in operation of radio equipment.
- Basic social skills to interact and converse with a wide variety of customers and create a favorable image of the city and its employees.

Abilities:

- Must be able to sit for prolonged periods.
- Ability to interact and converse with a variety of customers.
- Verbal ability to report to supervisor as well as communicate with the public.
Ability to communicate effectively using radio equipment.
- Ability to interact harmoniously with public and co-workers.

Education:

- High School diploma or GED

Experience:

- Three years safe driving experience

Licensing/certification:

- Must have current Oklahoma Class C driver's license with passenger Endorsement.

Other:

- Must be 21 years or older

B. DESIRED:

- Rudimentary knowledge of Spanish words and phrases

DISCLAIMER

“This job description is provided as a guide and is not to be considered a contract. The City reserves the right to make changes to the job description as necessary. It is intended to identify the major responsibilities and requirements of this job. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this description.”

Signatures/Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box and fill in the appropriate accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date