

CITY OF SIMI VALLEY

TRANSIT COACH OPERATOR

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.

SUMMARY DESCRIPTION

Under general direction, provides safe, convenient and reliable transportation services to the public; drives, operates and maintains a transit coach including paratransit van; and performs a variety of tasks relative to assigned areas of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Drive and operate a transit vehicle on an assigned route according to established time schedules; ensure fares are paid; safely transport passengers to appropriate destinations.
2. Provide route and transportation information or directions to passengers; assist passengers requiring special assistance including operating wheel chair lifts and restraints.
3. Perform pre-trip and post-trip safety and maintenance checks on vehicle; identify defects and needed repairs; wash and re-fuel vehicle; check and maintain oil and fuel levels.
4. Clean and maintain inside of vehicle; search for articles left behind; clean windshield and sweep vehicle as necessary.
5. Respond to the activation of the City's emergency operation center; provide transportation for emergency personnel, resources, equipment and supplies as needed.
6. Prepare detailed reports on incidents or accidents as required.
7. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Pertinent traffic laws, ordinances, rules and driving courtesies involved in the operation of public transportation vehicles.

Methods and techniques of providing safe public transportation services.

Operational characteristics of public transportation vehicles.

Principles and procedures of vehicle maintenance and repair.

Standard safety precautions.

Principles and procedures of record keeping.

Pertinent federal, state and local codes, laws and regulations.

Ability to:

Safely operate passenger transit vehicles in accordance with applicable traffic laws.
Perform preventive maintenance inspections on vehicles.
Maintain clean vehicle appearance.
Maintain an acceptable and appropriate driving record and appropriate license.
Maintain a tight time schedule.
Respond to requests and inquiries from the general public.
Work irregular work hours including holidays and weekends.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience in the operation of a transit vehicle.

License or Certificate:

Possession of an appropriate, valid commercial driver's license with passenger endorsement.
Possession of verification of transit training certificate.
Possession of a valid Medical Examination Certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Field environment; travel from site to site operating a transit vehicle; exposure to noise, smoke, fumes, gases.

Physical: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; operating motorized vehicles; working irregular work hours including holidays and weekends.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.