

FAIRFIELD COUNTY**JOB TITLE: BUS DRIVER
TRANSIT****GENERAL STATEMENT OF JOB**

Under general supervision, drives bus to transport passengers over specified routes to local or distant points according to time schedule. Performs a variety of related duties including maintaining records, performing equipment inspections, cleaning bus, and gassing up bus. Also, provide the safest possible transportation services to the public. Reports to the Transit System Director.

SPECIFIC DUTIES AND RESPONSIBILITIES**ESSENTIAL JOB FUNCTIONS**

Drives a County-owned bus to transport passengers to scheduled locations.

Coordinates routes and schedules with Dispatcher via two-way radio.

Performs daily vehicle inspection duties and reports any equipment defects or needed repairs.

Maintains various records including trip logs, gas logs, vehicle inspection reports, etc. as required.

Gasses up vehicle on a regular basis.

Maintains bus in a clean and presentable condition both inside and outside.

Supervises passengers transported.

Must adhere to all applicable safety regulations, procedures, and practices necessitated by job assignment.

Must use all safety equipment applicable to job assignment.

Maintains all safety equipment in good operational condition.

Report all accidents and or incidents to the dispatcher.

Provide prompt first aid and medical care to minimize passengers' personal injuries, if required.

Attends training sessions and meetings as required.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High School diploma with six to nine years of driving experience, or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid S.C. driver's license or CDL with a (P) endorsement. Must have a safe driving record. Must have a negative drug test.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a bus and a two-way radio. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work; position involves reaching, pulling, pushing, handling, etc. and walking occasionally. Must be able to lift and/or carry weights of up to twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read work orders and other written assignments. Requires the ability to prepare various records including daily trip logs, vehicle inspection reports, gas logs, etc. using the proper format, punctuation, spelling and grammar. Requires the ability to communicate orally with co-workers, supervisor, Dispatchers, and the general public.

Intelligence: Has the ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in operating a bus and a two-way radio.

Manual Dexterity: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Has the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of and ability to operate a passenger vehicle. Has excellent knowledge of safety procedures which must be followed to ensure safety of passengers during trips. Knows all traffic laws and regulations governing bus operations, and is able to follow same. Has the ability to communicate with passengers clearly and in a pleasant, courteous manner. Knows how to properly inspect assigned vehicle to ensure that it is in good, operational condition. Is knowledgeable about operating equipment safely and in variable weather conditions. Has the ability to make runs on time as prescribed. Is able to follow oral and written instructions. Is able to complete required forms and reports efficiently and in a timely manner. Has the ability to use commonsense understanding and independent judgment in routine situations. Has the ability to exhibit a positive image of the transit system.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.