

SENIOR TRANSIT DRIVER

PURPOSE

To assist with organizing, training and reviewing Transit Drivers; to drive a paratransit vehicle on a demand responsive curb-to-curb and on a deviated fixed route transit system; to assist the Transit Coordinator with operational issues and the maintenance of records; and to perform related duties as required.

WORKING CONDITIONS

Work is generally performed in a driving environment with exposure to a variety of weather, odor and fume conditions. Some duties are performed within an office environment. May be subject to occasional evening and weekend hours.

PHYSICAL DEMANDS

Work emphasizes speech, hearing, vision and manual dexterity, as well as prolonged sitting, moderate lifting, reaching, stooping, pulling and pushing activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Transit Coordinator.

Exercises technical supervision over Transit Driver personnel.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Transit Driver series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical supervision over assigned personnel and providing assistance to the Transit Coordinator with operational issues, the maintenance of records, and the compilation of statistics. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

This class is distinguished from the Transit Coordinator in that the latter is a supervisory classification with overall responsibility for overseeing and implementing transit related programs.

ESSENTIAL JOB FUNCTIONS – Duties may include, but are not limited to, the following:

Assists with the training of less experienced Transit Driver and Dispatcher personnel.

Assists with scheduling; receiving and resolving daily and/or minor operational issues regarding the transit system; responds to questions and complaints from the public.

Assists with maintaining records, collecting transit related data, compiling statistics, and preparing reports.

Operates a General Public Paratransit Vehicle (GPPV) on City streets and highways in all weather conditions in accordance with safe driving practices and California Vehicle Codes.

Assists patrons boarding and leaving the bus including elderly, disabled, and school age children.

Safely operates a hydraulic wheelchair lift.

Operates a two-way radio and cellular phone; responds to requests for services requiring adjustments to existing schedules and routes.

Maintains vehicle inspection reports and daily trip logs.

Conducts daily vehicle checks as prescribed by State standards; reports needed vehicle repairs to supervisor; performs minor maintenance as needed; cleans interior and exterior of vehicle; cleans transit vehicle storage facility and bus shelters, as assigned.

As necessary, receives ride requests and quickly and efficiently organizes REDI-RIDE services and operates two-way radio and cellular phone to relay request to Transit Drivers.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

OTHER JOB FUNCTIONS

Performs related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of principles of customer service; modern office procedures, methods and computer equipment; principles and practices of safe motor vehicle operations; the transport of passengers; methods of basic maintenance and emergency repair;

departmental procedures; geographic layout of the City; California Vehicle Code applicable to the operation of vehicles for the transportation of passengers; basic arithmetic; principles and practices of technical supervision.

Ability to independently operate a motor vehicle; safely operate wheelchair lift; perform basic maintenance and emergency repair; maintain accurate logs; interpret, apply and communicate Read-Ride policies and procedures; compile data and maintain accurate records; effectively provide technical supervision; assist with the training of personnel; understand and carry out oral and written instruction; appropriately react in emergency situations; make limited adjustments to existing schedules and routes to maximum service; maintain physical ability to assist passengers boarding and leaving bus; maintain order among passengers; 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:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Typical ways to obtain the knowledge and abilities would be:

Education: Equivalent to graduation from high school.

Experience: Satisfactory completion of the City of Dixon Driver I on-the-job training program.

Other Requirements:

Possession of a valid California Class B Driver's License with passenger endorsement and a satisfactory driving record as a condition of initial and continued employment and possession of a California Highway Patrol General Public Paratransit Vehicle (GPPV) Certificate.

Satisfactory completion of a DMV medical exam including drug screen is a condition of employment.

Must submit to random drug and alcohol testing.

Must submit to fingerprinting process.

The ability to speak Spanish is highly desirable.