



JANUARY 2019
FLSA: NON-EXEMPT
PART-TIME
FULL TIME

REDWOOD COAST SENIORS, INC.
TRANSIT VEHICLE OPERATOR

HOURLY PAY RANGE: \$15.00-19.00

DEFINITION

Operator drives transit vehicles as assigned.

SUPERVISION RECEIVED AND EXERCISED

Under the general direction of Transportation Coordinator and at direction of a Dispatcher, a Transit Vehicle dealing with a diverse public ridership.

CLASS CHARACTERISTICS

A Transit Vehicle Operator will operate heavy duty, medium-duty or small buses along a fixed route while adhering to a timetable, and/or operate a paratransit bus providing curb-to-curb (dial-a-ride) service, under a variety of weather conditions.

Transit Vehicle Operators will act in a consistently respectful and professional manner with a variety of members of the public and weather conditions, collect fares, sell passes and provide information and assistance to passengers.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

QUALIFICATIONS:

- After training, possession and continued maintenance of a California Class B Commercial Driver's License (CDL) and any other licenses required to operate heavy-duty, medium-duty, small buses, and para-transit buses.
- Successful completion of a California Department of Transportation Class B Drivers Physical and MTA Physical Performance Evaluation.
- Successful completion of a standard DOT drug and/or alcohol screening, and test evaluation with a negative usage result.
- Minimum six years of legal and safe driving records. Must provide an official H-6 driving record upon application. Able to pay attention to detail, and accuracy required.
- Fluent in English and able to understand and follow verbal and written English instructions. Spanish proficiency desired, but not required.
- Ability to work cooperatively with co-workers, dispatch, management and the public.
- Tactful, courteous, emotionally stable and mature.
- Reliable, dependable, diligent, arrives on time, able to perform the duties in a timely and professional and responsible manner.
- Self-motivated and able to work in the field professionally, calmly, respectfully and responsibly with a level of authority while driving and interacting with the public.
- Knowledge of standard operating procedures and able to follow instructions.
- Able to be show up to work on shift promptly and on time.
- Able to perform duties with little supervision but be able to take direction and training and remember tasks assigned.
- Able to interact with coworkers and the public in a responsible and professional manner.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Possession of a high school diploma, GED or the functional equivalent.

Licenses and Certifications:

- First Aid and CPR/AED issued by the American Red Cross recommended
- California Class B Commercial Driver's License (CDL) and any other licenses required to operate heavy-duty, medium-duty, small buses, and para-transit buses.

PHYSICAL DEMANDS

Must possess mobility to work as transit vehicle operator. Strength, stamina, and mobility to perform medium physical work, to work in confined spaces and around machines and operate pertinent equipment. Ability to hear and speak to communicate in person and over the telephone. The job involves frequent walking in operational areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Work is performed in a bus or paratransit vehicle environment with constant exposure to outdoor temperatures, often dirt and dust, heat and cold or rain.

The working conditions may be loud at times and at some locations.

Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

WORKING CONDITIONS

Required to be on-call and to work various shifts as needed.

Print Name

Employee Signature

Date