

MAJOR FUNCTION

This is skilled work in the safe and efficient operation of large commercial buses, transporting patrons over various scheduled routes in the City. Duties require routine maintenance checks on the vehicles and the completion of routine reports. Employee is expected to exercise independent judgment. Work is performed under general supervision of Supervisor-Transit Services and reviewed through observation of adherence to schedules, inspection, freedom from accidents, and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Operates a large commercial bus on a regular scheduled route. Checks timing in order to stay within schedule and reports any potential delays to a superior. Inspects bus, checks water, gas, oil and tires before leaving on a run. Reports any incidents of vehicle malfunction during or after operation. Reports accidents. Maintains routine records and/or reports. Issues bus transfers to passengers. Works charters and other special assignments. Provides schedule information to patrons. Performs related work as required.

Other Important Duties

May assist passengers to embark and disembark from the bus. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of traffic laws, ordinances, rules and driving courtesies. Considerable knowledge of the Tallahassee street system. Considerable knowledge of the operation and maintenance of passenger carrying vehicles. Ability to deal with many types of people. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to follow oral and written instructions. Ability to recognize the importance of timely reporting to work and strict adherence to scheduled route. Must be bondable.

MINIMUM TRAINING AND EXPERIENCE

Possession of a high school diploma or an equivalent recognized certificate; or directly related experience may be substituted on a year-for-year basis for the required education.

Necessary Special Requirements

Must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s) at the time of appointment, or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

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