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| CITY OF CEDAR RAPIDS POSITION PROFILE | JOB CODE #/TITLE: TR004 Transit Driver |
| POSITION #/TITLE: ALL Transit Driver | Adopted: 07-97 Revised: 03-16 |

POSITION DESCRIPTION

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| Dept: City Manager | Manager Level: Non-Manager |
| Salary Plan/Description: TRN/Transit | Salary Grade: 23 |
| Reports To Position #/Job Code #/JC Title: NB168/Transit Operations Supervisor | Dotted-line Reports To Position #/Job Code #/JC Title: |
| FLSA Status: Non-Exempt | City Overtime Status (Employee Type): Non-Exempt (Exception Hourly) |
| Physical Demand Rating: Medium | Work Environment: Uncontrolled |
| Pre-employment Testing: Drug and health screening after contingent offer. | Position Testing: None |
| Personal Protective Equipment: None | |

General Statement of Duties

Operates transit vehicles and provides mass transit services to the general public.

Distinguishing Features of the Class

Works under general supervision from department management; exercises discretion in dealing with public, within prescribed and procedural guidelines.

Examples of Essential Work (Illustrative Only)

Operates transit vehicles on prescribed bus routes and schedules;
Operates transit vehicles in a safe manner to avoid preventable accidents and incidents;
Collects, counts and records fares and operates the farebox in accordance with department policy;
Acknowledges complaints from the public;
Prepares daily record sheets;
Assists or accommodates passengers in accordance with ADA regulations and department policy, including proper operation of the wheelchair lift/ramp, proper securement of passengers with wheelchairs, calling out stops, etc.;
Conducts pre-trip inspections and procedures such as wiping off seats, adjusting mirrors, and checking for bus defects or potential safety hazards according to department policy;
Conducts post-trip inspections such as checking for lost and found items, closing windows, picking up trash, and fueling the bus according to department policy;
Answers questions from the riding public about schedules, routes and fares;
Reports accidents or incidents according to department policy;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of City geography, transit routes and of schedule policies and procedures established for the work system;
Skill in operation of transit vehicles through on-the-job training;
Skill in interpersonal relations with the general public and co-workers;
Ability to operate the following equipment and tools: transit vehicles, fareboxes, wheelchair lifts/ramps, global positioning equipment, two-way radios, etc.;

Ability to work under general supervision from department management: exercises discretion in dealing with public, within prescribed and procedural guidelines;
Ability to communicate, both verbally and in writing, in order to generate required reports;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Experience in driving buses, trucks or large vehicles on a prescribed route basis, including public contact.
Experience working with the general public preferred; and
Training period determined by management.

Required Special Qualifications

Must obtain valid Iowa Commercial Driver's License (Class B) with passenger and airbrake endorsements within training period and valid Medical Examiners Certificate.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity which permits the employee to operate equipment;
Sufficient personal mobility to assist passengers with disabilities and to operate the following equipment and tools: transit vehicles, fareboxes, wheelchair lifts/ramps, global positioning equipment, and two-way radios.