

City of Mitchell Job Description

Job Title: Transit Bus Driver
Department: Palace Transit
Reports To: Operations Supervisor
FLSA Status: Non-exempt
Salary Level: Labor I
Prepared By: Human Resources
Prepared: 02/96, rev. 09/10

Summary Provides safe and reliable public transportation by operating a public transit vehicle.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assists passengers and transports to assigned destination.

Deliver riders to destination by identifying destination, selecting route and driving vehicle.

Maintain good customer service with passengers and entities served.

Regulates heating, lighting, and ventilating systems for passenger comfort.

Complies with local traffic regulations.

Reports delays or accidents.

Pre and post - trip inspections on bus including checking gas, oil, and water and logging inspection and reporting requirements.

Maintains records by completing driver and passenger log and filing documents.

Conserves resources by using equipment and supplies as needed to accomplish job results.

Responsible for cleaning of vehicle inside and outside daily and may also include facility.

Ensures operation of equipment by completing preventive maintenance requirements following manufacturer's instructions.

Attend all required training and adhere to Transit Uniform Policy.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Must be 21 years of age. Good driving record.

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

Commercial Drivers License issued by SD with "p" endorsement.
Must successfully pass DOT medical certification.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and climb or balance. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly move 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to outside weather conditions and vibration. The employee may be occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals. The noise level in the work environment is usually moderate.