



## TRANSIT OPERATOR

Department:	<b>Public Works</b>	FLSA Status:	<b>Non-Exempt</b>
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**GENERAL PURPOSE:** Under the direction of the Transit Coordinator operates a municipal paratransit vehicle; transports passengers to local and/or out-of-town locations; prepares and maintains driver records and logs; performs pre-trip vehicle inspections; cleans and maintains vehicles; and performs other related duties as assigned.

### **TYPICAL DUTIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responds to dispatch service calls; provides transportation services to Dial-A-Ride customers including senior citizens, disabled individuals, and the general public.
- Picks up, drops off, and transports passengers to requested destinations including residences, stores, schools, senior center facilities, medical facilities, and/or out-of-town events.
- Responds to passenger inquiries regarding various transit matters; provides special assistance to disabled passengers and/or other individuals as required.
- Conducts pre-trip inspections of assigned passenger bus; checks vehicle gauges, lights, tires, and brakes; monitors vehicle fuel and fluid levels; reports mechanical issues to Supervisor.
- Cleans and assists in maintaining passenger vehicle in safe operating condition.
- Prepares and maintains driver logs, bus inspection forms, and/or other types of transit documentation.
- Assists in staffing the front counter at the Corcoran Depot as required; answers incoming calls and responds to general inquiries regarding the City's transit services.
- Sells transit tickets; collects and receipts bus and train fees; balances and maintains cash register.
- Conducts transit dispatch duties as required; logs and dispatches calls to drivers.
- Performs other related duties as assigned or required.

## **JOB DESCRIPTION**

### **Transit Operator**

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma or equivalent; AND one year experience driving a passenger bus; OR an equivalent combination of education and experience.

##### **Required Licenses or Certifications:**

- A valid California Class B Commercial Driver's License with passenger endorsement and a General Public Paratransit Vehicle (GPPV) certification are required.

##### **Required Knowledge of:**

- Corcoran Depot transit operations, policies, and procedures.
- Regulations governing the delivery of transit services to the public.
- California traffic laws and road rules.
- Principles and practices of passenger safety.
- Paratransit vehicles and methods of operation.
- Customer service standards and protocol.

##### **Required Skill in:**

- Operating and maintaining a municipal passenger bus.
- Safely transporting passengers to requested destinations.
- Responding to passenger inquiries and requests for assistance.
- Conducting pre-trip inspections and identifying vehicle maintenance issues.
- Preparing and maintaining driver logs and other transit documentation.
- Establishing and maintaining cooperative working relationships with other staff, passengers, and the general public.

##### **Physical Demands / Work Environment:**

- Work is performed in the field and in and around transit facilities.
- Subject to driving a passenger vehicle, sitting for extended periods of time, standing, walking, bending, reaching, crouching, and lifting of objects up to 30 pounds.
- Exposure to variable weather conditions, general driving hazards, hazardous chemicals, infectious diseases, blood borne pathogens, and bodily fluids is involved.