

City of La Crosse Position Description

Name:		Department:	Municipal Transit Utility
Position Title:	Bus Driver	Reports To:	Transit Manager/Supervisors

Purpose of Position

The purpose of positions in this classification is to provide transportation services to the public.

Distinguishing Characteristics

Incumbents operate transit utility vehicles, including buses, conforming with time constraints, in providing a unique, customized public transit service. Position requires a professional demeanor and excellent human relation skills to serve the public. The work is performed under the supervision of the Transit Manager.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs routine visual safety inspections on vehicle prior to taking the vehicle onto public roadways.

Operates transit vehicles to transport passengers over established routes, according to set time schedules. Must be able to adhere to a strict pre-planned route schedule.

Monitors radio communications while on route to ensure safe and timely arrival and departure times.

Provides public information to passengers concerning routes, schedules, transfer points, street locations, and how to use the transit system.

Answers passenger inquiries.

Regulates heating and cooling for passenger comfort.

Maintains change fund.

Receives fares and records money, tokens, and transfers received.

Keeps route ticket to log mileage, tokens, and cash flow.

Reports mechanical defects to immediate supervisor as soon as noticed.

Provides special care and treatment to elderly and handicapped individuals.

Assist wheelchair bound passengers in situations where bus ramp is inoperable.

Performs all functions of the job in a courteous manner to provide optimal customer service to the public and passengers.

Must be able to maintain a flexible work schedule.

Must be able to report to work promptly and on a regular basis.

Must be able to take direction and work well with others.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with prior responsible work experience. Incumbents must possess excellent human relation skills. Valid WI drivers license required. Must possess CDL permit upon hire, and must be able to obtain a commercial driver's license with passenger endorsement within 14 days on the job; must be able to maintain CDL for employment. Must be able to maintain a good driving record. Knowledge of traffic laws and defensive driving techniques.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to effectively communicate through the use of two-way communication devices.

Ability to read and understand street maps and directions.

Ability to administer safe workplace rules and procedures to fellow employees, along with the ability to identify occupational hazards and safety precautions of the work.

Ability to maintain effective public relations. Ability to communicate effectively and courteously with department personnel, general public and police department.

Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.

Mathematical Ability

Ability to add and subtract, multiply and divide.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements

Ability to maintain correct operating speeds with the safety and speed regulations in conforming with time constraints.

Ability to safely operate a large vehicle in traffic and close quarters.

Ability to be seated in a vehicle for prolonged periods of time.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as operating transit utility equipment and vehicles.

Ability to recognize and identify individual characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks.

Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of sitting, stooping, kneeling, crouching, lifting, carrying, pushing and pulling. Must be able to push/pull weight of manual wheelchair bound passenger.

Environmental Adaptability

Ability to work under conditions which require exposure to environmental factors such as odors and temperature variations and extremes. This exposure may cause some discomfort and presents a risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.