

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: BUS DRIVER

FLSA Status: Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification provide transportation to senior citizens of College Park to medical appointments, shopping trips and other designated locations. Ensures proper operating condition of the bus. Performs work under the general supervision of a Senior Program Case worker.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Plans and implements transportation routes and schedules in response to the needs of City senior citizens.
- Maintains timely adherence to established schedules. Picks up citizens along transportation route and drives them to medical appointments, shopping centers, or other designated locations. Assists seniors with getting on and off the bus; answers inquiries and maintains courtesy and tact.
- Conducts pre-trip inspections of the bus to ensure its proper working condition. Checks planned schedules for any cancellations or additional transportation requests.
- Maintains records of mileage, numbers of passengers, and vehicle maintenance. Submits mileage records to supervisor weekly.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Considerable knowledge of the operating procedures for driving a bus; and of the necessary preventive maintenance needs.
- General knowledge of the layout and streets of the City and the locations of frequently scheduled destinations. General knowledge of the traffic patterns of the City.

Physical Requirements:

- Ability to drive a bus and to assist seniors in getting on and off the bus. Must be able to sit for long periods of time.

Language Ability & Interpersonal Communications:

- Ability to read and/or prepare bus schedules, directions, maps and traffic signs.
- Ability to communicate effectively and establish positive working relationships with senior citizens utilizing transportation services.
- Ability to read and follow oral and written instructions. Ability to write in order to convey information, maintain route logs and vehicle mileage records.

BUS DRIVER

Environmental Adaptability

- Work requires employee to frequently move from the bus to the outdoors to assist seniors on and off the bus in varying weather conditions.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires graduation from high school or equivalent with 1 - 2 years of experience driving a bus or performing community service work; or any equivalent combination of training and experience which provides the required knowledges, skills and abilities.

Additional Requirements: Valid commercial driver's license with passenger endorsement.

College Park is an Equal Opportunity Employer. In compliance with the American 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.