

CITY OF IRWINDALE

SENIOR CENTER LEADER/BUS DRIVER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, plans and schedules trips; operates bus or other vehicles to transport passengers to various functions and destinations; performs other duties as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Transports passengers on special trips and to various appointments and senior center programs and activities; sets trip routing based on location and timing of the appointments; assists with the delivery of homebound meals as needed.
2. Drives the bus along pre-determined routes and stops to pick up and drop off passengers; greets and assists passengers on and off the bus.
3. Assists riders in wheelchairs on and off the wheelchair lift; ensures restraints, safety belt, and brakes are secure.
4. Explains safety requirements and procedures regarding proper use of seatbelts.
5. Cleans interior and exterior of vehicle; inspects bus for safe operation including brakes, tire pressure, mirrors, fluids, and safety warning lights and reports hazards and mechanical problems.
6. Completes records regarding ridership numbers, safety incidents, accidents and mechanical problems.
7. Keeps track of vehicle maintenance schedules and brings vehicles to the shop for maintenance and repair.
8. Assists patrons at the front desk; responds to questions and concerns; answers phones and provides information to customers; enters registration and payment information for classes, meals, trips and facility rentals into computer system.
9. Reconciles cash receipts at the end of day.
10. Prepares field trip and activity flyers to promote events and programs; researches field trip locations; organizes field trips; administers and monitors annual field trip budget.
11. Assists with furniture arrangement, equipment set-up, and room decorations for special events.
12. Assists with the care and maintenance of equipment.
13. Inspects and cleans facilities including kitchen area.
14. Drives the school bus as a backup.
15. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Traffic laws, codes, and regulations.
Bus safety and maintenance inspection practices.
Techniques of public relations and customer service practices.
Basic math.
Principles and practices of basic record keeping.
Safe food handling practices.
Methods and techniques of first aid and CPR.
Appropriate safety precautions and procedures within the area of assignment.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Safely operate a passenger bus and other vehicles in accordance with safety standards and regulations.
Conduct vehicle safety inspections.
Understand and follow instructions.
Explain and enforce passenger safety requirements.
Complete accident, activity, and incident reports.
Plan routes to ensure appropriate pick up and return times.
Understand and apply facility use policies, practices, and procedures.
Respond to emergency situations and administer first aid or CPR as necessary.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training related to the operation of passenger vehicles.

Experience:

One year of driving experience involving the transportation of passengers.

License or Certificate:

Possession of a valid Class B driver's license with passenger endorsement.
Possession of a School Bus Certificate from CHP.
Possession of, or ability to obtain, certification in basic first aid and CPR.
Possession of, or ability to obtain a valid Food Handler Certificate within 30 days.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 these essential job functions.

Environment: Work is performed in a field environment and a standard office; travel from site to site operating a transit vehicle; exposure to noise, smoke, fumes, gases.

Physical: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; operating motorized vehicles. The employee is regularly required to stand, sit, walk, talk and hear, in person and by telephone; lift, straighten, and move tables and chairs and/or equipment to arrange facilities for special events and/or meetings. Employee may also occasionally lift, move, and carry objects weighing up to 40 pounds. Finger dexterity and light grasping

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is required to handle, feel, and operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 20 pounds. Sensory demands include the ability to see within normal range, and talk, and hear, and use electronic touch keypads.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates