

TRANSPORTATION SERVICES OPERATOR  
(PART-TIME)

**DEFINITION:**

Under general supervision, operate a 21-person passenger bus; provide safe and prompt transportation for senior citizens and disabled persons; and perform related work as required.

**ESSENTIAL JOB FUNCTIONS:**

The listed tasks are essential for this position and may include, but are not limited to, the following:

Assist passengers in and out of the bus as required; operate a hydraulic lift for disabled passengers; safely transport passengers to various locations; operate a two-way radio to maintain close communication with staff; collect fares; report maintenance and repair needs to the supervisor; prepare detailed daily reports and observe all traffic and City rules and regulations; assist dispatch by handling phone calls and scheduling riders. May be required to work shifts, weekends, and holidays.

**QUALIFICATIONS:**

**Training and Experience:** Must have a high school diploma or GED and previous experience transporting people in situations requiring a commercial driver's license. Must possess a valid California Class B driver's license.

**Knowledge, Skills and Abilities:** Requires knowledge of California Motor Vehicle Codes and defensive driving techniques, functions, characteristics, and proper use and care of buses or passenger vehicles. Must have skill in operating buses or passenger vehicles; effectively communicate both orally and in writing; perform basic arithmetic calculation; have the ability to understand and follow oral and written instructions; maintain clear and accurate records; and lift and/or move up to 50 pounds; and work effectively with others.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the employee may frequently operate objects, tools, and controls; and may occasionally climb, balance, and kneel; work in outside weather conditions, and may be exposed to wet and humid conditions. The noise levels in the working environment are usually quiet while in the office and moderately loud when driving the bus.