

**CITY OF MANHATTAN BEACH
TRANSPORTATION SERVICES OPERATOR**

APRIL 1998

DEFINITION:

Under general supervision, the Transportation Services Officer operates a 20-person passenger bus; provides safe and prompt transportation for senior citizens and disabled persons; and performs 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; perform custodial maintenance to vehicles; display courteous and professional behavior toward the passengers and staff; and observe all traffic and City rules and regulations. May be required to work shifts, weekends, and holidays.

QUALIFICATIONS:

Training and Experience: Requires a high school diploma or GED; and previous experience transporting people in situations requiring a commercial drivers license. A valid Class "B" California driver's license is required at the time of employment.

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; skill in operating buses or passenger vehicles; effectively communicate both orally and in writing; perform basic arithmetic calculation; and 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 WORK 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 adverse 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. Must submit to random drug testing in accordance with the City's policy regarding drug and alcohol testing for employees under the authority of the Federal Highway Administration.