City of Benson
City Council Communication

Regular Meeting **January 27, 2014**

To: Mayor and Council Agenda Item # 7

From: Bradley J. Hamilton, P.E., Interim City Manager/Director of Public Works/City Engineer

Subject:

Discussion and possible action on a request to fill three (3) Substitute/On-Call Bus Drivers positions for Benson Area Transit

Discussion:

The Public Works Department is looking to fill a minimum of three (3) positions for Substitute/On-Call Bus Drivers at Benson Area Transit. Currently the position is vacant due to the previous On-Call driver filling a part-time position. These positions will be on an as-needed basis to cover when the current drivers are not on duty. (Sick, vacation, etc.).

Attached is the current job description.

Staff Recommendation:

Approval to fill three (3) Substitute/On-Call Bus Drivers positions for Benson Area Transit

Job Description

TITLE:	**Transit Driver**	**JOB CODE:**	14
DEPARTMENT:	Transportation Division	**FLSA:**	Non-Exempt
PREPARED:	June 30, 2010	**UPDATED:**	1/2014

Summary: Under Transit Division Supervision provide reliable, safe and consistent public transportation service using passenger vehicles or buses to transport clients and passengers in the Benson area. Transport the general public, elderly and those with special needs, including assisting in the loading and unloading of the passengers confined to wheelchairs.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Drive and operate vehicle safely and efficiently in accordance with local laws and ordinances, and other standards and guidelines for drivers.
- Greet and assist citizens and customers in a manner consistent with excellent customer service standards.
- Perform daily vehicle checks (pre and post trip inspections) to ensure equipment safety.
- Observe, document, and report vehicle safety or other safety issues to appropriate individuals, (supervisor, mechanics, etc.)
- Cleans and maintains assigned transit vehicle; washes vehicle and sweeps/mops vehicle floors; cleans vehicle seats, walls, windows, driver area and wheelchair lift.
- Operates wheelchair lifts and provides assistance to disabled passengers.
- Coordinate with supervisor to determine the safety and serviceability of the vehicle.
- Coordinate with Transit Dispatch for route deviations and instructions.
- Comply with FTA Substance Abuse Policy and other personnel practices.
- Maintains required certifications and licenses and immediately notify management of any incident that could influence license status and ability to meet license requirements.
- Assists customers on and off of the transit vehicles.
- Secure wheelchairs and mobility devices.
- Collect fares and passenger passes or transfers.
- Follows and maintains fixed transit route schedule.
- Perform other related duties and responsibilities as assigned.

Required Knowledge and Skills:

Driver Level II:

- State of Arizona Commercial Driver's License with passenger endorsement.
- Skill in establishing and maintaining good working relationships with co-workers, other City staff and the public.

- Skill in following and effectively communicating verbal and written instructions.

Education and Experience

- High School diploma or GED
- Experience driving high profile vehicle

Environmental Factors and Conditions/ Physical Requirements:

- Work is performed in both office and outdoors settings; operation of moving vehicles is essential; eye hand coordination is necessary to operate computers and various pieces of office equipment.
- Work is performed in a public transportation environment.
- Frequently requires sitting, talking and hearing, occasionally requires walking; frequently requires using hands to finger, handle or feel objects, tools or controls, and to reach with hands and arms.
- Occasionally requires lifting and/or moving up to 50 pounds; requires close vision and the ability to adjust focus.
- Occasionally requires aiding clients/ customers wheel chair bound who may weigh over 200 pounds.
- Frequently work is performed in variable outside weather conditions; work may bring exposure to moving mechanical parts; the noise level is usually moderate, occasionally exposed to vehicle fuel, exhaust fumes and vehicle traffic on roadways.

Equipment and Tools Utilized:

- Transit vehicles (15 or 19 passenger vehicle)
- Cell phone, driver log/ record keeping, answering machine, wheelchair lift, standard office equipment and software.

Approvals:

Employee: _____ **Date:** _____

Dept. Head: _____ **Date:** _____

City Manager: _____ **Date:** _____