

394009/23/09*Revised*

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: MINI-BUS DRIVER/SCHEDULER

DEFINITION

Under general supervision, to organize requests for mini-bus service, schedule service requests, and prepare route and route assignments; to operate a mini-bus to transport people on request from a route sheet; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Mini-bus Dispatcher classification in that incumbents in this class must be able to perform driving related duties, in the transportation of people as part of the mini-bus service, in addition to scheduling and office work.

REPORTS TO: Special Transportation Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Special Transportation Supervisor.

EXAMPLES OF DUTIES

Typical duties may include, but are not necessarily limited to, the following:

- Answer special transportation telephone, accepting requests for mini-bus service and service complaints, changing and canceling reservations, and providing information as required.
- Organize reservations into systematic routes, making call-backs to passengers regarding changes in pick-up times.
- Relay current information on area and street conditions to drivers and emergency information on area and street conditions to drivers and emergency information to appropriate parties.
- Maintain daily in-service log of drivers and vehicles, subscription trip files, and other operations data for program analyses.
- Drive and operate a mini-bus in transporting persons on request as indicated by a route sheet.
- Locate persons desiring service as indicated on the route sheet, drive them to their destination and return to pick them up at a designated time.
- Assist elderly and handicapped persons in boarding and leaving the bus, operating a wheelchair lift as required.
- Maintain load factor information on patrons for the safe and efficient operation of the mini-bus.
- Wash and vacuum the bus and deliver it to the garage for repair and major maintenance work.
- Operate a mobile radio and base radio station.
- May collect and account for fares.
- Complete incident and accident report forms as necessary.

QUALIFICATIONS

Knowledge of:

- Basic automotive care and maintenance requirements.
- Vehicle operation and state and local traffic laws.
- Basic arithmetic.
- City areas and street system.

Ability to:

- Establish and maintain effective relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.
- Exercise independent judgment and work with minimum supervision.
- Learn the standard broadcasting procedures and rules required for operation of a communication system.
- Operate a mini-bus or other passenger transportation vehicle.
- Recognize hazardous driving conditions quickly and accurately and adopt effective courses of action.
- Read a street map and locate street addresses.
- Work overtime as required.

Education and Experience:

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

Education: Equivalent to the completion of the twelfth grade.

Experience: One year of full-time experience as a mini-bus driver and six months of experience in vehicle dispatching and maintenance of operations data.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class A or B California Motor Vehicle Operator's License with Passenger Endorsement.

Possession of an appropriate, valid Special Driver Certificate issued by the California Highway Patrol (CHP). The following Special Driver Certificates are accepted: Vehicle for Developmentally Disabled Persons (VDDP), School Pupil Activity Bus (SPAB) Certificate or School Bus Driver Certificate.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Mini-bus Driver/Scheduler

TO: None