

CITY OF RIVERSIDE

09/23/093951**HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION**

TITLE: MINI-BUS DRIVER TRAINEE**DEFINITION**

Under close supervision, to operate, in a training capacity, a mini-bus to transport senior citizens and handicapped individuals on request from a route sheet; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Mini-bus Driver classification in that this is an entry level position. Incumbents are expected to learn and demonstrate driving proficiency within nine months of appointment.

REPORTS TO: Special Transportation Supervisor or designee

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from the Special Transportation Supervisor and/or Mini bus Driver.

EXAMPLES OF DUTIES

- Learn to drive and operate a mini-bus in transporting persons.
- Learn to 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.
- Learn to assist elderly and handicapped persons in boarding and departing the bus as needed.
- Learn to operate a wheelchair lift if the bus is so equipped.
- Learn to maintain load factor information on passengers for the safe and efficient operation of the mini-bus.
- Learn to operate a mobile radio.
- Learn to complete incident and accident report forms as necessary.
- Wash and vacuum the bus and deliver it to the garage for repair and major maintenance work.
- May collect and account for flat rate fares.
- May perform daily routing scheduling, and route assignment duties, as assigned.

QUALIFICATIONS**Knowledge of:**

- Basic automotive care and maintenance requirements.
- Basic arithmetic.

- Vehicle operation and state and local traffic laws.

Ability to:

- Read a street map and physically locate street addresses.
- Understand and carry out oral and written instructions.
- Recognize hazardous driving conditions quickly and accurately and adopt effective courses of action.
- Work a regular flexible schedule, depending on staffing needs.
- Work overtime as required.
- Provide exceptional customer service.
- Answer questions from program participants.
- Maintain cooperative working relationships.
- Maintain a safe driving record.

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 completion of the twelfth grade.

Experience: No experience required.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid Class B California Motor Vehicle Operator's License with Passenger Endorsement within 30 days of appointment.

Possession of an appropriate, valid Special Driver Certificate issued by the California Highway Patrol (CHP) within 60 days of appointment. The following Special Driver Certificates are accepted: Vehicle for Developmentally Disabled Persons (VDDP), School Pupil Activity Bus (SPAB) Certificate or School Bus Driver Certificate.

Must be able to demonstrate driving proficiency within nine months of appointment and complete a total of 12 months as a trainee in order to advance to the journey level Minibus Driver.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Mini-bus Driver Trainee

TO: Mini-bus Driver