

**MAJOR FUNCTION**

This is skilled work in the safe and efficient operation of large commercial buses to transport patrons over various scheduled routes in the City/County. This also includes skilled work in the safe and efficient operation of radio-dispatched specialty vehicles to transport elderly and handicapped citizens. Duties require routine maintenance checks on the vehicles and the completion of routine reports. Work entails operating either a fixed route schedule or a flexible schedule to provide door-to-door transport service for handicapped and elderly citizens as directed by the dispatcher or supervisor. Incumbents are required to observe all traffic laws, rules, and regulations. Employee is expected to report to work on time as scheduled and exercise independent judgment, initiative, and courtesy to ensure efficient service to passengers. Work is performed under the supervision of the Transit Operations Supervisor and reviewed through observation of adherence to schedules, inspections, freedom from accidents, and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Operate a large commercial bus on a regularly scheduled route or a specialized vehicle equipped with wheelchair-accessible loading lifts safely and efficiently as assigned and scheduled. Assist passengers in boarding and alighting on specialized vehicle and may collect designated fares. Practice the operating principles offered in driver sensitivity training. When operating a specialized vehicle, employee maintains an accurate schedule based on a driver's log. Provide accurate radio communications to ensure adherence to schedule and/or changes in pickup order. Inspect vehicles for all safety and handicap equipment; mechanical items; fuel, water, and oil levels before leaving on assignment for both large commercial buses and specialized vehicles. Adhere to all traffic laws, departmental rules and regulations, and driving courtesies. Maintain operator records and logs required to support the system database which includes, but is not limited to mileage, fuel consumption, lubrication, passenger counts, fares, surveys, and other operating data as may be required. Report accidents immediately. Perform related work as required.

**Other Important Duties**

May assist passengers in embarking and disembarking from large commercial buses. Knowledge of the Americans with Disability Act (ADA), all Florida traffic laws, and FDOT regulations to operate a transit vehicle.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities, and Skills**

Considerable knowledge of traffic laws, ordinances, rules, and driving courtesies. Considerable knowledge of the Tallahassee street system. Considerable knowledge of the operation and maintenance of passenger-carrying vehicles. Ability to deal with many types of people. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to follow oral and written instructions, and strict adherence to scheduled routes.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate, one year of transit operator experience and completion of 12 weeks of transit operator training.

Necessary Special Requirements

Must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s) at the time of appointment or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

Note: Operational needs may warrant exceptions to experience.

Established: 03-18-20

Revised: 04-22-24