

City of Glasgow
Position Description

Position Title: Bus Driver
Department: Transit
Classification: Full-Time / Part-Time
Status: Non-Exempt (Hourly)
Compensation Range: Grade 111

Reporting Relationship(s):

Position Reports To: Secretary – Transit Manager

Position Purpose

Under general supervision, performs semi-skilled and routine work in the operation of the transit bus.

Essential Functions and Basic Duties:

- Drives bus to transport passengers over specified routes to local points according to stated time schedule.
 - Collects cash fares, regulates heating, lighting, and ventilating systems for passenger comfort.
 - Complies with local traffic regulations.
 - Reports delays or accidents to supervisor and Glasgow City Police if necessary.
 - Inspects bus, checks gas, oil, and water before departure.
 - Performs other work as required.
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Qualifications:

Training and Experience:

Graduation from an accredited high school or its equivalent (GED).

Special Requirement(s):

- Possession of a valid driver's license.
- Ability to pass a physical examination.

- Safety-sensitive position is subject to passing a pre-employment drug screen test.

Special Knowledge, Skills and Abilities:

- Working knowledge of the operation of bus and other assigned pieces of equipment.
 - Working knowledge of layout of City streets.
 - Ability to use a variety of tools and perform street vehicle maintenance tasks.
 - Good physical stamina.
 - Ability to maintain effective working relationships with co-workers and the general public.
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Physical Activities and Requirements of the Position:

Finger Dexterity: Using hands and fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

Talking: Must be able convey information, instructions, or ideas accurately.

Average hearing: Able to hear average or normal conversations and receive ordinary information.

Repetitive Motions: Movements frequently and regularly required using the arms, legs, wrists, hand, and/or fingers.

Average Visual Abilities: Average visual acuity necessary to operate machinery.

Physical Strength: Combination of sitting, standing, and moving around. Ability to move objects weighing up to 50 lbs.

Working Conditions: Must be able to sit for long periods of time. Work occurs in public transportation vehicle in a variety of weather conditions.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions and to deal with problems involving variables.

Mathematics Ability: Ability to perform basic math skills including adding, subtracting, multiplying and dividing two-digit numbers; to perform the four basic arithmetic operations with money; to perform operations involving measurements.

Language Ability: Ability of average to above-average vocabulary and to read at an average rate; define unfamiliar words in dictionaries and other reference and resources for meaning, spelling, and pronunciation. Ability to write complex sentences, using proper punctuation, and use adjective and adverbs. Ability to communicate in complex sentences; using normal word order with present and past tenses; using good vocabulary.

Intent and Function of the Job Description

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system

and related promotion, transfer, layoff, and termination decisions. Job descriptions are an integral part of any effective compensation system.

All descriptions contain only essential functions. Basic duties have been included. Peripheral tasks, only incidentally related to the position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the job. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.

This job description is not intended as and does not create an employment contract. The City maintains its status as an at-will employer. Employees can be terminated at any time for any reason not prohibited by law.
