

## **PERALTA COMMUNITY COLLEGE DISTRICT – May 2025**

### **CLASSIFIED JOB DESCRIPTION**

#### **BUS OPERATOR/DRIVER (IUOE Local 39 Salary Range 039 Job Code: 1107)**

#### **CLASS PURPOSE**

Under the supervision of the Chief Operating Officer and/or the Division Manager, you will operate various District vehicles to transport passengers safely and courteously along a fixed route. The role includes performing customer service activities, inspecting transit vehicles, operating and monitoring laptops, completing reports and forms, reporting incidents or events during the route that may impact efficient transit operation, and assisting passengers who require exceptional help.

When not performing driver duties or when students are not in an academic semester, this position will work in the District warehouse to support ongoing operations and to maintain continuity of the transportation program for PCCD.

#### **EXAMPLES OF ESSENTIAL DUTIES**

The Americans with Disabilities Act (ADA) requires the district to identify the essential duties/functions of the position. Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Operate various district vehicles to transport passengers safely and courteously along a fixed route and move buses between divisions and other District locations as needed.
- Perform customer service activities by assisting passengers with directions, answering questions about District operations, rules, and regulations, and addressing conflicts with disruptive, hostile, or abusive passengers according to the Peralta Community College District Student Code of Conduct. Conducts pre-trip inspections of transit vehicles, identifying and reporting safety concerns, defects, malfunctions, and necessary repairs.
- Operate equipment including the computerized student ID system, electronic head sign, doors, tailgate, windows, emergency escape hatch, ADA life, mirrors, seats, and emergency brake system.
- Prepares various written reports and forms completely and legibly, including accident and incident reports, a defect card for equipment malfunctions or failures, and reports on medical emergencies.
- Communicates with the manager/supervisor to provide information regarding 911 emergencies, traffic problems, road hazards, accidents, and unusual activities or occurrences.
- Assists passengers requiring special assistance professionally, to ensure access to public transportation for all and to promote passenger safety; consistent with District instruction, assists all passengers in compliance with applicable civil rights statutes, regulations, and policies.

## JOB DESCRIPTION: Bus Operator/Driver

- In compliance with PCCD and the Americans with Disabilities (ADA) training, operate a passenger lift and kneeler to provide access to disabled passengers during boarding and de-boarding, and safely secure disabled passengers.
- Performs other related duties as required.

### MINIMUM QUALIFICATIONS

1. Graduation from high school or attainment of a General Education Diploma (GED), California High School Proficiency Certificate, or equivalent.
2. At least twenty-one years of age.
3. Not more than one (1) moving violation in the past three (3) years.
4. No At-Fault accidents in the past three (3) years.
5. No "Failures to Appear" or "Failures to Pay" in the last three (3) years.
6. No suspensions in the previous three (3) years.
7. No Reckless Driving or DUI (Driving Under the Influence) in the last seven (7) years.
8. Licensing
  - a. A minimum of three years' operating a motor vehicle with a regular license.
  - b. California driver's license with Passenger & School (P & S) endorsements: Class B CDL, with the "P" endorsement
9. Additional Information
  - a. Physical Requirements for Driving (by federal regulation): Applicants must complete a DOT Physical to establish their physical qualifications to perform the position's essential functions. Those physical qualifications are outlined in 49 C.F.R. Section 391.41.  
<https://www.fmcsa.dot.gov/regulations/title49/section/391.41>.
  - b. For Wheelchair Tie-Downs: Ability to balance while working low to the ground to manipulate and fasten tie-down straps.
  - c. Medical: Must pass a Department of Transportation (DOT) physical examination, including drug and alcohol screening tests.
  - d. Valid Medical Certificate: You must have a medical examination certificate (DL-51). Criminal History: All eligible candidates will be fingerprinted and screened for criminal history with the Department of Justice. Conviction of a crime is not necessarily a bar to employment. Each case will be given individual consideration on a case-by-case basis.

### DESIRABLE QUALIFICATIONS

1. Exceptional verbal communication skills, professional interaction with customers, and the ability to courteously diffuse conflict.
2. Motivated, dependable, punctual, and assumes pride in representing PCCD.
3. Ability to work independently and always follow safety rules and PCCD policies.