



St. Bernard Parish, Louisiana Classification Specification

SBURT Reserve Bus Driver Department: Transit

Purpose of Classification:

Responsible for the operation of a St. Bernard Urban Rapid Transit (SBURT) bus when regular drivers are out, or when a special occasion requires more buses than normal to be in operation. When driving a bus, this employee is held to the same standard as regular bus drivers, and is responsible for the same duties as a full-time driver. Responsible for following all safety regulations and conducting regular basic maintenance on assigned equipment. The employee will report vehicle deficiencies and any problems with fueling equipment. Employee is expected to carry on routine and special assignments to completion with a minimum level of supervision.

Essential Job Functions:

The work examples described in this specification are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from job performance requirements if the work is similar, related or a logical assignment to the job.

- Assist with Transit office duties under the direction of the Manager and the Office Manager when not driving a bus
- Clean the interior of buses and inspect the buses for damage or needed repairs
- Assist in the counting and documentation of money collected from buses
- Drive buses for special Parish events as needed
- Driving buses along assigned routes on either morning or evening shifts
- Keeping buses clean and free of debris
- Checking buses for deficiencies and report them accordingly
- Operating wheel chair lifts
- Fueling buses
- Checking fluid levels, air levels, and tires for needed maintenance
- Filing passenger count reports
- Passing out route schedule information
- Assisting customers of buses with route information
- Collecting passenger passes and fare

- Cleaning in and around bus stop shelters when needed
- Maintaining safety for all passengers and staying up to date on Federal and State regulations related to public transportation
- Perform assorted tasks as needed when assigned by the Manager

Knowledge, Skills, and Abilities:

Ability to safely drive a large bus while ensuring the comfort and safety of passengers. Good knowledge of rules of the road and safety procedures. Good judgment when making decisions in accordance with laws, ordinances, regulations, and departmental policies and procedures. Resourcefulness in handling problems as they arise. Skill in establishing and maintaining satisfactory working relationships with the public and other employees. Ability to work during emergency evacuations, such as hurricanes. Ability to load and unload wheelchair bound passengers. Ability to meet and deal with citizens, some of whom may be hostile, in a tactful and effective manner.

Requirements & Qualifications:

CDL, Class B, with "P" endorsement, clean MVR, one-year bus driving experience required. Any combination of experience and training, which should indicate possession of the knowledge's, skills, and abilities listed.

St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.

