



**PARK CITY MUNICIPAL CORPORATION  
JOB DESCRIPTION**

**Bus Driver I  
Transportation Division – Public Works Department  
Position # 14210  
Reports to: Shift Supervisor, Transit Supervisor**

**December, 2011**

**FLSA status: Non-Exempt  
Grade: Non-Exempt 04**

**JOB SUMMARY**

Under the direction and supervision of an assigned Transit supervisor operates a bus for the safe transportation of passengers to assigned locations over designated routes in Park City and Summit County. Performs related duties as assigned to insure efficient Transit operations.

**EXAMPLES OF TYPICAL JOB DUTIES**

Perform daily pre-inspection and post-inspection of buses in order to ensure maximum safety in operation of the vehicle, communicates both verbally and in writing about safety concerns to supervisor and the fleet maintenance department.

Operate buses safely on pre-established City routes, maintaining a time schedule whenever possible.

Comply with ADA requirements for transporting disabled passengers, such as announcing stops, offering assistance securing wheelchairs and equipment, etc.

Provide information and directions for passengers, both on and off the bus. When asked, physically assist passengers boarding and unloading with different types of equipment, such as skis, bicycles, luggage, wheelchairs etc. Ensure vehicle has adequate informational brochures.

Ensure passenger safety in the event of an accident, vehicle break down or fire. Assist those needing assistance in evacuating a bus and securing the scene for safety.

Accepts and executes instructions/suggestions offered by personnel in Bus Driver II or above as well as supervisory personnel.

Perform minor vehicle maintenance, such as cleaning interior and exterior, maintaining appropriate gas and oil levels, appropriate levels of water and radiator coolant, and appropriate air pressure in vehicle tires.

Assist with the installation of bus stop poles, signs and maps and other office and storage equipment as needed.

Become proficient in the I.T.S./ A.V.L. bus locator technology system and train other bus drivers in the correct use and procedures necessary to operate the system properly.

Maintain necessary reports and records relative to the operation of the A.V.L. system.

Work day or evening shifts, weekends, holidays and on-call shifts as assigned.

Interact in a professional and respectful manner with co-workers and passengers. Maintain a high standard in customer service, two-way radio communication, physical appearance and dress.

Proficient in the proper use of the Bus Wash and Fuel Island and train others in the proper use of this equipment.

Proficient in the proper use of the Floor Sweeper and the Transit Department snow removal equipment and train others to become proficient in their use.

Proficient in the proper use of the overhead door and ventilation systems in the bus parking garage and train others in their proper operation.

Communicate with supervisor both verbally and in writing regarding policies, incidents, safety concerns and scheduling conflicts.

Adhere to all City and departmental safety policies and procedures.

Other duties as assigned or directed.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to read English and interpret traffic signs, schedules and posted memos.
- Ability to perform under a variety of pressures and deal with distractions while driving.
- Ability to learn streets, locations, time points, restaurants and hotels in Park City area and Snyderville Basin.
- Ability to communicate verbally and in writing in English.
- Ability to safely operate a bus under adverse weather conditions.
- Ability to respond professionally to passenger requests/questions, and all two-way radio communications.
- Ability to learn state laws and safety regulations
- Ability to work outside in adverse weather conditions.
- Ability to take direction from assigned supervisor.

### **EDUCATION AND/OR EXPERIENCE**

#### **Required:**

- Ability to pass and maintain DOT and Essential Physical Requirements including mandatory and random drug screening.
- Acceptable driving record
- 21 years of age
- Completion of Park City Transit bus driver training program and any other relevant or assigned Bus Driver Training.
- Ability to obtain City and Transit NIMS certifications

#### **Preferred:**

- Spanish speaking skills

### **PHYSICAL DEMANDS**

- While performing the duties of this job, the employee is frequently required to sit and stand for extended periods, walk, talk and hear and understand speech at normal levels.
- The employee is occasionally required to use hands to finger, handle or operate objects, controls, or tools.
- Must be able to reach with hands and arms, climb or balance, bend, stoop, kneel, crouch or crawl; ability to ascend and descend steps. Ability to reach and turn body in all directions.
- The employee must occasionally lift and move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to see for the purpose of reading, observing passengers and operating a vehicle during day and night time conditions.

**WORK ENVIRONMENT**

- Work is performed primarily inside a commercial passenger bus
- The employee works near moving vehicles, machinery, & mechanical parts.
- Work is performed inside a bus and outdoor settings, in all weather conditions including extreme temperatures day and/or night.
- (Periodic/considerable) exposure to stressful situations including passenger questions, complaints and general transit operations and city information inquiries.
- The noise level includes diesel engine noise, passenger noise and is usually normal to moderate.
- Non-traditional working hours which include evenings and weekends.
- Occasional on-call working hours including evenings and weekends.
- Work includes day, swing and night shifts.

*The physical demands and work environments described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Accommodations will be examined on a case-by-case basis.*

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor of Position

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Department

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager

\*Essential functions of the job