

## BUS DRIVER

### **SUMMARY:**

Under close supervision, transports children to and from various destinations within the city limits of West Palm Beach and Palm Beach County; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are **not** in any hierarchical order)*

1. Drives bus and/or van on designated routes to pick up and deliver children to specific destinations.
2. Enforces and ensures adherence to City safety methods and policies.
3. Completes daily log sheets of activities.
4. Performs routine maintenance of vehicle (e.g., performs visual and physical inspection of vehicle, inspects tires and exterior lights, cleans interior and exterior) or refers for necessary repair.
5. Provides administrative support for programs.

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

- Knowledge of the streets, locations and addresses found within the City of West Palm Beach.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of basic preventive maintenance on assigned equipment.
- Knowledge of basic emergency care.
- Skill in following oral and written instructions.
- Skill in oral communication in one-on-one and group situations.
- Skill in the proper operation of assigned vehicle.
- Skill in performing routine preventive maintenance of vehicle.
- Skill in safely operating a multiple passenger vehicle in varying road and climate conditions.
- Skill in performing basic emergency care.
- Ability to apply appropriate judgment in potentially hazardous situations.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves considerable standing, walking, and reaching with an occasional need to move objects weighing up to 25 pounds. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Eighth grade education and possession of a valid Florida Commercial Driver's license Class B, with air brakes and "P" endorsement is required. Six (6) months of experience in operating a school bus, or any equivalent combination of training and experience.