

TRANSPORTATION SERVICES OPERATOR, SENIOR

DEFINITION

Under general supervision, assists in the implementation of a college transportation program by operating a college bus or other transportation vehicle and helping to train and test other District drivers; helps wash and generally maintain the condition of transportation equipment; performs various clerical and administrative support services; helps schedule and coordinate the assignments of other Transportation Operators; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the second working level class in the Transportation Services Series within the Yosemite Community College District (YCCD). Incumbents in this class perform duties that emphasize the operation of a college bus or other means of transportation. However, since this is the fully experienced level class, incumbents may help train and orient new bus drivers, and may help administer driving tests to certify that various District drivers meet the standards and requirements of the District, the California Department of Motor Vehicles, the California Highway Patrol, and/or other regulating agencies.

This class can be distinguished from the lower-level class of Transportation Services Operator because that is the first working level class where incumbent only do driving-related duties and do not have the additional administrative and training duties assigned to the Senior level class. This class may also be distinguished from the higher-level class of Transportation Services Coordinator because the incumbent in that class has overall responsibility for coordinating the day-to-day operations of the Transportation Division office, which includes serving as a lead worker over subordinate full time and part time staff.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the general supervision of the Transportation Supervisor, working alone on routine or regular work assignments and checking with the supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

ESSENTIAL DUTIES

- Operates a college bus or other transportation vehicle; transports students and others on trips of various lengths.
- Determines the most efficient and appropriate bus routes and schedules for assigned trips, considering factors such as traffic conditions, potential road hazards and weather; prepares trip maps.

- Assists with training, orienting and guiding new and/or less experienced drivers; helps administer driving tests to certify that new bus drivers, as well as other District drivers, meet the standards and requirements of the District, the California Department of Motor Vehicles, the California Highway Patrol, and/or other regulating agencies.
- May help input and maintain information in a departmental database for driver licensing which aids in the licensing renewal process.
- Washes and fuels vehicles; assists with minor vehicle maintenance.
- Inspects and tests fuel stations; balances fuel usage sheets and reconciles gas card statements.
- May help with the pick up and delivery of surplus college property.
- Maintains basic records; monitors supply and equipment inventories and recommends purchases.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work typically takes place in a vehicle, but includes driving in varied weather conditions. Duties may involve exposure to hot, cold, wet, humid, or windy conditions.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Advanced methods, procedures and practices of a transportation program.
- Applicable provisions of the California Motor Vehicle Code, the Education Code and Title 13.
- Bus Driver training programs.
- Safe driving practices and procedures.

Ability to:

- Plan bus routes and schedules.
- Maintain accurate and comprehensive records and prepare clear and concise reports.
- Safely, effectively and efficiently drive a school bus and other transportation related equipment.
- Provide required training and testing to newly hired or less experienced drivers.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work

Licenses and Certificates:

- A driver's license equivalent to California Class "B" and valid in California is required.
- Possession of a valid Commercial Vehicle Driver's Certificate, issued by the California Highway Patrol, is required.
- Possession of a First Aid Certificate is required.

- Possession of an unrestricted State Department of Education Driver Instructor Certificate is required.

Physical and Mental Standards:

- **Mobility:** ability to ascend and descend stairs and ramps; sit, walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.
- **Lifting:** frequently to lift, carry, push, pull, or otherwise move objects up to 25 pounds; occasional lifting of objects up to 50 pounds.
- **Visual Requirements:** close vision sufficient to read signs, documents, and computer screens; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including significant public contact.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Possession of a High School diploma or GED.
- Experience: Two years driving a school bus or similar passenger vehicle, with some experience in a driver training capacity.

Special Requirements:

- None

Class Adopted: 03/01/09
Class Amended: 07/01/22