



Motorcoach Operator Q00 (Bus Driver)

Class Code:
500003

Bargaining Unit: Transit Drivers

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

CITY OF ALBUQUERQUE
Established Date: Dec 10, 2002
Revision Date: Aug 25, 2020

SALARY RANGE

\$14.28 - \$20.12 Hourly
\$1,142.40 - \$1,609.60 Biweekly
\$29,702.40 - \$41,849.60 Annually

FLSA:

Non-Exempt

POSITION SUMMARY:

Operate a Transit bus over an assigned route on a time schedule; pickup and transport passengers and discharge them at destination in a safe and courteous manner; properly monitor fare collection; demonstrate appropriate public relation skills in public interactions.

This is a safety sensitive position subject to random drug/alcohol testing.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from higher level staff.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Obtain all required work materials in preparation for daily work assignment; conduct required pre-trip inspection; check emergency equipment, wheelchair securement devices, boarding equipment, and the interior and exterior of vehicle for damages.
2. Operate a Transit bus over an assigned route on a time schedule; pickup and transport passengers and discharge them at destination; properly monitor fair collection.

3. Ensure safety of passengers; conduct business in a courteous and professional manner.
4. Provide ongoing customer service to include maintaining professional courtesy in stressful situations, making public address announcements, properly answering questions and solving transit related concerns.
5. Provide assistance and accessibility for disabled passengers in boarding on and off buss including operating the access lift and/or ramp, securing mobility aids and announcing designated stops.
6. Report mechanical malfunctions on vehicle defect card; check tires and other safety features periodically or at the end of the line.
7. Properly complete and submit required reports and other forms for accidents, injuries and incidents, lost articles or other situations as necessary.
8. Perform radio dispatch duties as assigned.
9. Check vehicle for lost articles; perform necessary housekeeping duties.
10. Assist in the training of student operators.

SUPPLEMENTAL FUNCTIONS:

1. Perform Sun Van Chauffeur duties as necessary.
2. Perform other job related duties as necessary or assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School diploma or GED or successful completion of three (3) [WorkKeys® Skills Assessments](#) (listed below).
- One (1) year of experience in customer service dealing with the general public.
- Must be at least 18 years of age.
- Possession of a valid driver's license for the past two (2) continuous years.
- Must provide a current driving record obtained within the last six (6) months.

In Lieu of the High School Diploma or GED, you may qualify for this position through passing [Workkeys®](#) assessments. [Click here](#) for information on how to schedule a [Workkeys®](#) assessment OR send an email to publicserviceuniversity@cabq.gov OR call (505) 768-3200. The [Workkeys®](#) scores needed for this position are as follows:

- Workplace Documents Information with a minimum score of Level 4
- Graphic Literacy with a minimum score of Level 3
- Workplace Observation with a minimum score of Level 2

ADDITIONAL REQUIREMENTS:

Additional requirements needed after successful completion of hire:

Possession of a valid City Operator's Permit (COP) within six (6) months from date of hire.
Possession of a valid New Mexico Commercial Driver's License (CDL) class B with Passenger (P) endorsement within a two (2) week period from completion of City training.
Must be able to maintain CDL once obtained.

Must pass U.S. Department of Transportation (USDOT) physical exam and required drug testing.

Must successfully complete Motorcoach Operator training.

Preferred experience in business related driving in delivery/sales or in the transportation of passengers.

PREFERRED KNOWLEDGE:

- Use of air brakes

- City streets and roads
- Operational characteristics of equipment relative to assigned vehicles
- Principles and practices of customer service
- Principles and procedures of record keeping
- Standard safety practices and potential hazards related to the operation of assigned vehicles

PREFERRED SKILLS AND ABILITY:

- Learn the operations, services, and activities of a public transportation program
- Drive in adverse weather conditions
- Maintain proper certifications
- Complete required reports
- Respond to requests and inquiries from the general public
- Demonstrate interpersonal skills using tact, patience and courtesy
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform the essential functions of the job with or without reasonable accommodation

WORKING CONDITIONS:

Environmental:

Vehicle and garage environment; exposure to noise, fumes; work odd shifts, weekends and special events.

Physical:

Essential and supplemental functions require maintaining physical condition necessary for sitting for prolonged periods of time; constant handling, fingering, feeling, talking, hearing, near and far acuity, depth perception, color vision, peripheral vision, foot control (acceleration, brake), turn signals; frequent pushing and pulling motions, squatting (repeated), kneeling, and stooping (repeated bending); frequent walking of up to one (1) mile; occasional climbing stairs, sustained bending, overhead reaching, crouching, balancing; occasional moderate to heavy lifting and carrying; operation of large motorized vehicles. Strength level heavy.