

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 02/11/08		Item Number: <u>A-6</u>	
AGENDA ITEM: Approval of the Revised Classification Specification for Bus Operator.			
Contact Person/Dept.: Amy Webber		Phone Number: 310-253-5652	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (02/06/08), Culver City Employees Association on 01/29/08			
Department Approval: Serena Wright (02/04/08)		City Attorney Approval: Carol Schwab (by H. Baker) (02/06/08)	
Fiscal Impact Review: Jeff Muir (by M. Noller) (02/05/08)		City Manager Approval: Jerry B. Fulwood (02/06/08)	

RECOMMENDATION

Staff recommends the City Council approve the revised classification specification for Bus Operator.

BACKGROUND

The Bus Operator classification specification is being brought to align the educational requirements with other Transportation Department safety sensitive positions requiring a Class B driver license with Passenger Endorsement.

In addition, the Civil Service Commission discussed the existing language for disqualification due to a conviction for driving under the influence during their regular Civil Service Commission meeting on March 7, 2007. The discussion resulted in a recommendation that clarifies the minimum requirement language for disqualification.

DISCUSSION

Staff is proposing to align the minimum educational requirement for Bus Operator with the other Transportation Department safety sensitive positions. This change makes high school graduation or equivalent a requirement to ensure that incumbents can satisfactorily perform the essential functions of the job, including:

City of Culver City, California
City Council Agenda Item Report

- Prepare and complete the required records of daily operations, accident and incident reports; and
- Read and understand department rules and regulations, vehicle operating procedures, vehicle laws and written instructions during the required training period as well as throughout the course of employment.

In addition to the above educational requirement change and in light of the Commission's discussion staff is recommending revised language that defines a good driving record within the last three (3) years to include:

- No arrests for driving under the influence of alcohol or drugs that result in a criminal conviction.
- No administrative suspension or revocation of driver's license for driving under the influence of alcohol or drugs.

Since driving is an essential function of the Bus Operator's job, by adding this language it clarifies the standard for an incumbent or applicant regarding their driving record and helps to ensure that the City is employing individuals that are safe drivers.

The Civil Service Commission approved the revised classification specification for Bus Operator at the March 7, 2007 meeting (Attachment 3).

FISCAL ANALYSIS

There is no fiscal impact associated with the revisions to the Bus Operator classification specification.

ATTACHMENTS

1. Revised Classification Specification for Bus Operator
2. Organizational Chart for the Transportation Department
3. Meeting Minutes for Civil Service Commission date 03/07/07

MOTION

That the City Council:

Approve the revised classification specification for Bus Operator.