

MEETING DATE: 02/11/08

AGENDA ITEM: Consideration of Approval of the Revised Classification Specification for Bus Operator.

ATTACHMENTS

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ATTACHMENT 1

BUS OPERATOR

DEFINITION

Occupants of this classification are in the classified service. The positions assigned to this classification transport passengers in a bus on a fixed route or as assigned.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to a Transit Operations Supervisor.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Operates a bus over a prescribed route maintaining a time schedule for completion of the route while transporting passengers in a safe manner. Operates the bus at a speed that is safe considering driving conditions, using defensive driving techniques and road courtesy at all times to avoid harm or discomfort to passengers or the public.
2. Picks up and discharges passengers at designated bus stops, observing the loading area for passengers desiring to ride.
3. Operates buses in accordance with the California Vehicle Code, observing all safety and traffic regulations.
4. Maintains control over the behavior of the passengers. Uses discretion when determining the need to request assistance from a supervisor or law enforcement officer to remove unruly passengers from the bus.
5. Accurately collects and accounts for all fares, issues transfers, and keeps required records of daily operations.
6. Promotes a positive image toward public transit by providing thorough and accurate information about schedules and operations to the public. Assists passengers in boarding or deboarding the bus as required including operating the hydraulic lift for disabled passengers. Treats passengers with courtesy and helps passengers with transportation service problems.
7. Promptly reports all unusual occurrences which could affect service, accidents or incidents to the Transit Operations Supervisor in compliance with reporting procedures of the department. Ensures that proper procedures are followed in the event of an accident including, but not limited to, determining whether medical help is needed, securing names of witnesses, and accurately completing proper reports.
8. Performs safety inspection and completes checklist on buses before beginning operations. Accurately fills out maintenance reports for any bus that needs maintenance work.
9. Performs related duties as required.

MARGINAL JOB DUTIES

The following tasks are typically performed by individuals in this classification but are not considered essential.

1. Operates a two-way radio in accordance with Culver City policy and FCC Rules.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Laws and procedures for the safe operation of a motor vehicle.

Skill and Ability to:

- Operate a motor vehicle in a safe manner.
- Read maps.
- Read and understand rules and regulations, vehicles operating procedures, vehicle laws, and written instructions which are given in English.
- Prepare accident and incident reports in English.
- Maintain simple records.
- Maintain effective working relationships with fellow employees and the public.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license at time of application. Possession of a valid California Class B driver's license with passenger (P) endorsement and medical certificate card at time of appointment.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: [REDACTED] within the preceding three (3) years no terminations from employment [REDACTED] a good driving record, defined as:

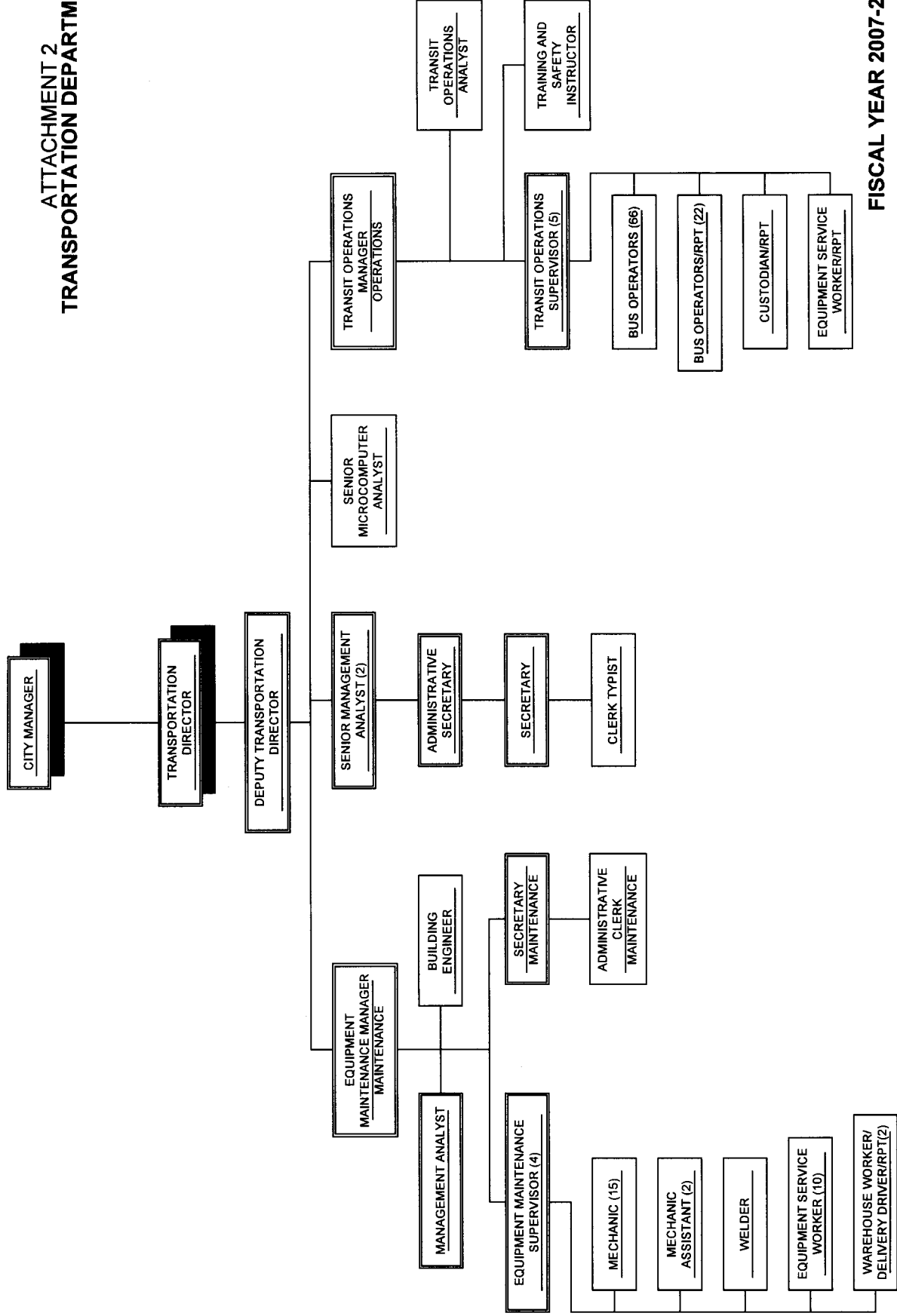
1. no at fault accidents, warrants, records of negligence or recklessness in driving,
2. no more than one (1) moving violation,
3. [REDACTED]
4. [REDACTED], and

~~A conviction for driving under the influence of alcohol or drugs may be disqualifying.~~

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print and to see at distances to safely drive.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work between the hours of 4:45 a.m. to 1:00 a.m. including weekends, holidays and odd-shifts.

ATTACHMENT 2 TRANSPORTATION DEPARTMENT



FISCAL YEAR 2007-2008

DRAFT

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**MINUTES OF THE REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION**

**Wednesday, March 7, 2007
6:00 pm
Mike Balkman Council Chambers**

Chair Motyl called the meeting to order at 6:00 P.M.

Commissioners Present:

Vincent Motyl, Chair
Sandy Stivers, Vice Chair
Alice Barriciello, Commissioner
Michael Whitaker, Commissioner
Sharon Zeitlin, Commissioner

Commissioners Absent:

None

Staff Present:

Serena Wright, Personnel & Employee Relations Director
Heather Iker, Deputy City Attorney
Amy Webber, Personnel Analyst

Staff Absent:

Linda Coll, Personnel Services Analyst

Action Items (EXCERPT)

Item A-2: Bus Operator: Revised Recruitment Bulletin and Revised Classification Specification

Amy Webber gave an overview of the staff report.

Commissioner Whitaker questions whether a criminal conviction or an administrative suspension for driving under the influence of alcohol or drugs received within the last three years should be an automatic disqualification, similar to the moving violation requirement listed on the class spec and job bulletin; any DUI received after the three year threshold would be discretionary.

Chair Motyl questions if the recruitment bulletin is consistent with the revised Civil Service Rules.

Serena Wright replies that Commissioner Motyl is referring to the stated reasons for discipline; this would not apply to an applicant. She further recommends that the Commission hear from the Transportation Department before it makes their final decision.

Samantha Blackshire, Transit Operations Manager, states that she concurs with the comments made by Commissioner Whitaker. She believes that it is very good idea to make the three year requirement

for a DUI to be an automatic disqualification, and anything thereafter would be up to the Department and Personnel.

Commissioner Zeitlin and Chair Motyl state that they will also support the change.

Commissioner Barriciello adds that the valid medical card requirement should also be stated on the classification specification.

Commissioner Barriciello questions whether the starting salary should be reevaluated in light of the Minimum Wage increase.

Serena Wright responds that only the positions that were directly affected by the Minimum Wage hike and those with internal relationships were addressed. It is believed that other part-time salaries will be reviewed in the upcoming budget process.

Moved by Commissioner Whitaker, seconded by Vice Chair Stivers, the motion was unanimously carried to approve the Revised Recruitment Bulletin and Revised Classification Specification, with corrections, for Bus Operator.

APPROVED BY:

Serena Wright, Personnel & Employee Relations Director
Secretary to the Commission