

MEETING DATE: 10/23/2006

AGENDA ITEM: Approval of the Classification Specification for Van Driver.

ATTACHMENTS

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VAN DRIVER

DEFINITION

Occupants of this classification are in the classified service. They are responsible for promptly and safely transporting senior citizens, physically assisting them in and out of a van.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to a **Recreation, Senior Center and Social Services Specialist**.

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. Performs **daily safety inspection** of the van as well as maintenance tasks, checking the lubrication, lights, battery, and brakes. **Accurately logs all maintenance reports for any repairs needed.**
Reports the need for maintenance or repair to a supervisor.
2. Transports senior citizens in a van to various locations. Assures the safe transportation of senior citizens.
3. **Operates the van in a safe and efficient manner, observing all traffic laws, rules of the road, and road conditions.**
4. **Operates the van in accordance with the California Vehicle Code, observing all safety and traffic laws.**
5. **Monitors the behavior of passengers. Uses discretion when determining the need for law enforcement.**
6. **Complies with all applicable laws and regulations.**
7. Maintains close communication with staff of the Senior Citizen's Center.
8. Displays a kind and understanding personality **demeanor** showing a sincere concern for the welfare of senior citizens.
9. Makes complete daily work reports to indicate the actual work accomplished and the number of senior citizens transported, and maintains other records as appropriate.
10. **Performs other duties as assigned.**
11. **Performs other duties as assigned.**

MARGINAL JOB DUTIES

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

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

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Functions for the safe operation of a motor vehicle, including a Class B driver's license.
- Functions, characteristics, and proper use and care of passenger vehicles.
- The State of California motor vehicle codes.
- Defensive driving techniques.

Skill and Ability to:

- Manage the work of new employees and the public.
- Operate passenger vehicles.
- Perform the physical demands of the job including assisting senior citizens in and out of vans.
- Plan and effectively utilize his/her time.
- Read and understand reports in English.
- Operate passenger vehicles operating in the city.
- Record keeping and reporting requirements related to the daily activities of the work.
- Verbal communications, demonstrating kindness and patience necessary in assisting senior citizens.

LICENSE AND CERTIFICATE

Possession of a valid California Class B driver's license.

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: some experience transporting people in situations requiring a valid Class B driver's license, a good driving record, defined as no chargeable accidents, warrants, records of negligence or recklessness in driving, no or more than one (1) two (2) moving violations within the preceding three (3) years. A criminal conviction for revocation of driver's license for of-driving under the influence of alcohol or drugs is disqualifying.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print and to see at a distance.
- 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 on some evenings or weekends.

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. Insures 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 at time of appointment.

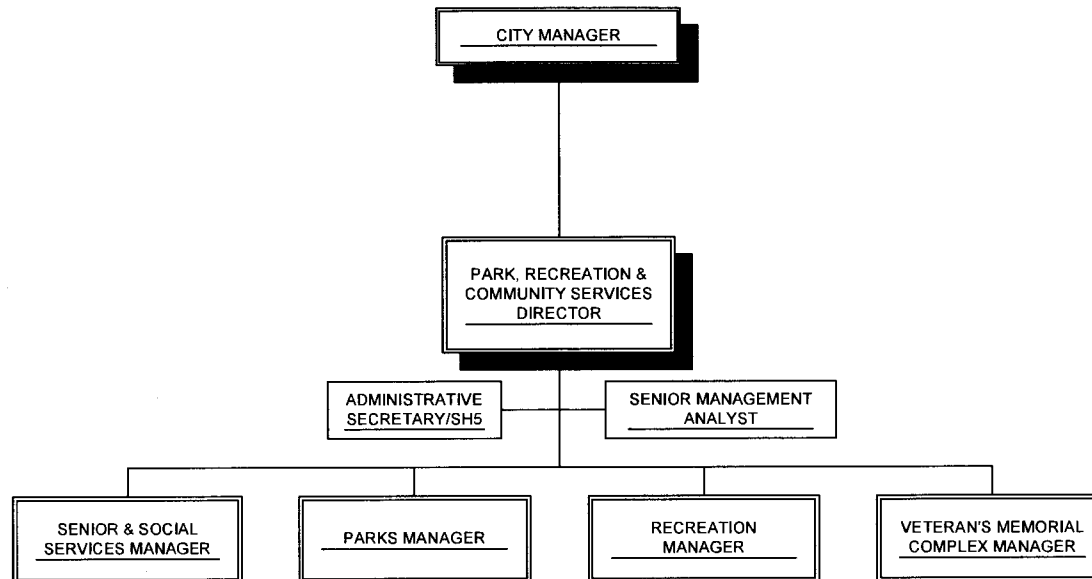
TRAINING AND EXPERIENCE

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: a good driving record, defined as no accidents, warrants, records of negligence or recklessness in driving, no more than one (1) moving violation and no terminations from employment within the preceding three (3) years. A conviction for driving under the influence of alcohol or drugs may be disqualifying.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

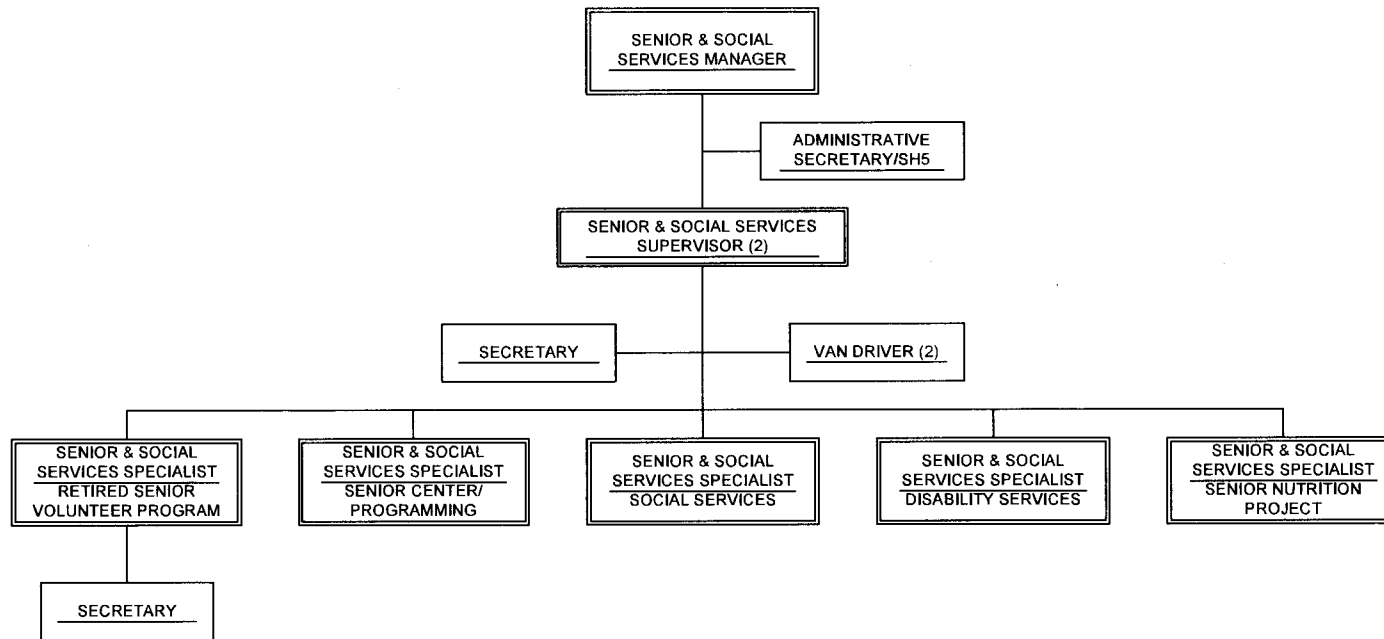
- Require vision (which may be corrected) to read small print and to see at distances to safely drive.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which 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.

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT
ATTACHMENT 3



FISCAL YEAR 2006-2007

PARKS, RECREATION & COMMUNITY SERVICES SENIOR & SOCIAL SERVICES DIVISION
ATTACHMENT 3



FISCAL YEAR 2006-2007