

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Union, Hourly Position</b>	
		<b>DATE OF REVISION</b>	<b>06/2015</b>
<b>POSITION</b>	<b>BUS DRIVER</b>	<b>MIN. HOURLY WAGE</b>	<b>\$15.3913</b>
<b>DEPARTMENT</b>	<b>KWDOT (44-02-544)</b>		
<b>JOB CODE</b>	<b>10085</b>	<b>GRADE</b>	<b>10T</b>

**PHYSICAL LOCATION:**

- KWDot building, 627 Palm Avenue and all other locations within City of Key West and Stock Island.

**REPORTING RELATIONSHIP:**

- Manager of Transportation or designee.

**GENERAL FUNCTION:**

- To operate City buses in a safe and courteous manner, providing timely and professional service, while complying with State Commercial Vehicle Driver's License requirements, included but not limited to the State of Florida Safety Act, as well as all other State, Federal and Local passenger transport and traffic laws.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write, speak and understand English in order to communicate with co-workers and the general public
- Able to work a minimum of 40 hour work week and overtime when necessary.
- Able to work flexible hours, 7-days per week.
- Able to use equipment and/or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description
- Able to operate a variety of transit vehicles – minimum of 30 foot in length to 40 foot in length.
- Able to work varied shifts with the possibility of split shifts
- Able to operate wheelchair lift
- Able to lift 40 pounds to a height of 45 inches and carry it 50 yards
- Able to perform emergency response/hazard and security evacuation shuttle service immediately upon notice (hurricane evacuation).

**EQUIPMENT TO BE USED:**

- Wheelchair lift/Ramp
- Radio or communication device
- Electronic Fare box/MDT
- Variety of passenger vehicles

**ENVIRONMENT:**

- Air Conditioned bus
- Outside in all weather conditions

**PHYSICAL REQUIREMENTS:**

- Sitting: 55%
- Standing: 15%
- Climbing: 5%
- Bending: 5%
- Reaching: 15%
- Lifting: 5%

**DUTIES/TASKS/JOBS:**

- Ensure that all passenger fares are collected and registered via electronic fareboxes or other means of recording.
- Perform all pre-trip safety inspections, reporting vehicle operation deficiencies or other areas of concern.
- Report all accidents, both observed and witnessed.
- Write daily reports as required by Federal, State and City public transportation department
- Report all hazardous conditions on assigned routes by two-way radio, telephone or in writing to the Transportation Department.
- Wear required employee uniform at all times.
- Attend training programs as required by Federal and State agencies as well as those of the Transportation Department.
- Operate on time according to route and schedule assigned each day.
- Complete essential records and documentation required for submittal to the Transit Supervisor, Assistant Supervisor and Quality Control Coordinator with necessary public transit records per State, Federal and local law.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Ability to maintain a driving record as required by State law and by the Florida Department of Motor Vehicles (DMV). A 7-year certified copy of the applicant's driving record is required. An applicant will be ineligible if there are more than 3 points in a 36-month period or a DUI on the record.
- Key West Department of Transportation reserves the right to disqualify any applicant who exhibits other patterns of reckless or dangerous driving.
- Ability to read, write, and speak fluent English (Bi-lingual in Spanish preferred but not required).
- Ability to maintain a pleasant and courteous manner at all times while dealing with co-workers and the general public.
- Ability to prepare written reports of any incident/accident which may occur while on duty.
- Ability to demonstrate skill necessary to operate medium sized transit coach in revenue service on prescribed schedules and routes.
- Ability to adjust line speed to maintain schedule, while demonstrating good judgment and safe driving.
- Ability to maintain a neat and presentable appearance, wearing official uniform at all times.
- Ability to work independently, within scope of existing Federal, State, City and departmental rules and regulations.
- Ability to provide schedule information to passengers.
- Must possess a valid/current Commercial Drivers License (CDL), Class A or B with passenger endorsement, or a temporary Florida Department of Motor Vehicles (DMV) CDL Class B permit, and be prepared to pass the 3rd party skills road examination. KWDOT reserves the right to offer road skills exam to potential candidates.

- Ability to pass required FDOT medical physical examination and drug test as required for bus operations by Federal, State and other public transit authority policies.
- High School graduate or equivalent.
- Able to read and interpret required documentation assigned to the position, such as daily meter reports, routes and schedules, etc.
- Minimum of one year’s experience driving vehicle with a 30 foot vehicle or larger.

**Safety Sensitive Job position requirements of the Omnibus Transportation Act, effective January, 1996**

Periodically duties, equipment, material, and/or job setting, other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I \_\_\_\_\_, have read this job description and hereby agree with the above noted “Acknowledgments” that I meet the requirements and qualifications and, if hired, that I can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION / VETERANS PREFERENCE EMPLOYER & A DRUG-FREE WORKPLACE**

**Apply at:**

**City Hall, Office of Human Resources  
 3102 Flagler Avenue  
 Key West, FL 33040  
 Office Telephone: (305) 809-3714**