

**MAJOR FUNCTION**

This is skilled work in learning the safe and efficient operation of large commercial buses to transport patrons, including elderly and patrons with disabilities, over various fixed routes and para-transit schedules in the City. Employee is expected to obtain a CDL permit or possess a Class "B" license with a passenger endorsement within two weeks of entering the class. Employees in this class will learn and demonstrate proficiency in federal, state, local laws and regulations regarding the operation of a transit vehicle under the supervision of the Operation and Compliance manager or designee. Employee is expected to report to work on time, demonstrate proficiency on all classroom and on-the-job training. After instruction, the employee will be expected to carry out all routine duties as performed by a Coach Operator, exemplifying interpersonal skills and safe operation of a transit bus.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Attend Coach Operator training. Under the direction of the Operations and Compliance Manager, designee or licensed Operator, learn to maneuver a commercial bus, vehicle familiarization, emergency management, customer service, accident/incident reporting and driver sensitivity. Learn boarding and alighting on specialized vehicles, radio communication etiquette, schedule adherence and/or pickup/drop off changes, vehicle inspections, fare collection, FDOT rules and regulations, and City/Departmental policies and procedures. CDL testing if required.

**Other Important Duties**

CDL compliance and knowledge of all Florida traffic laws and FDOT regulations to operate a transit vehicle.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Ability to gain knowledge of traffic laws, ordinances, rules and driving courtesies. Ability to learn fixed and para-transit routes and operate fareboxes. Ability to learn what is considered safe operation and maintenance of passenger carrying vehicles. Ability to deal with many types of people. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to follow oral and written instructions, and strict adherence to scheduled routes. Must be bondable.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate; or directly related experience may be substituted on a year-for-year basis for the required education.

**Necessary Special Requirements**

Must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s) at the time of appointment or must pass the appropriate written CDL test/endorsement(s) and obtain a CDL permit within two weeks from date of employment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

Established: 3-18-20