

**CLASSIFICATION SPECIFICATION**  
**CITY OF AVON**  
 An Equal Opportunity Employer

**TITLE:** Bus/Transit Driver (CDL)

**JOB RESPONSIBILITIES:** Operates bus or transit van to transport senior passengers to various destinations in accordance with designated routes; assists seniors and disabled persons with entering and exiting the vehicle; maintains records in accordance with applicable policies and procedures.  
**Performs other related duties as required**

**QUALIFICATIONS:**  
 Must possess a valid State of Ohio driver's license with less than four (4) points for violations, Class B CDL, and be and remain insurable under the City's vehicle insurance plan; possess or have the ability to obtain and maintain Basic First Aid Certification. Two (2) years of transportation experience preferred.

**LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:**  
 State of Ohio's driver license. Class B CDL.

<b>% OF TIME</b>	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]
5-10%	1. Performs daily safety inspections of vehicle(s) prior to scheduled transports to ensure the proper condition and quality of the vehicle (e.g., checks fluid levels, tire condition, air levels, restraints, wheelchair lift, etc.); verifies that radio is operational and that first aid/safety equipment is present; cleans vehicle so that it is free from dirt and debris, and in proper condition for transports; reports necessary vehicle maintenance and repair as appropriate.	1. <b>Knowledge of</b> (1) City and departmental policies and procedures,* (2) safety practices and procedures; <b>skill in</b> (3) motor vehicle inspection and operation; <b>ability to</b> (4) carry out detailed but basic written or oral instructions, (5) recognize unusual or threatening conditions and take appropriate action, (6) exercise independent judgment and discretion, (7) complete routine forms, (8) work alone on most tasks, (9) operate wheelchair restraints, (10) operate wheelchair lift, (11) travel to and gain access to work sites.
60-85%	2. Operates motor vehicle (bus or transit van) to transport individuals to scheduled locations in a safe, pleasant and timely manner; meets scheduled arrival and departure times; assists passengers with boarding or exiting the vehicle; safely operates	2. <b>Knowledge of</b> (1),* (2), (12) traffic laws governing motor vehicle and transportation operations, (13) two-way radio operations, (14) local geographical area, (15) basic first aid; <b>skill in</b> (3); <b>ability to</b> (4), (5), (6), (7), (8), (9), (10), (11), (16) read

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5-10%	<p>2. (continued) the wheelchair lift and safely secures disabled individuals in the vehicle; loads packages for passengers; ensures that all persons and belongings are secured prior to commencing transport. Initiates and responds to radio contact with senior center as appropriate; responds to additional calls for transport. Maintains order and safety among passengers. Determines and takes appropriate action in potential or real medical emergency situations; administer basic first aid as needed. Documents accidents and/or incidents in accordance with established procedures.</p> <p>3. In accordance with applicable policies and procedures, maintains a variety of records regarding vehicle maintenance and transport activities (e.g., mileage logs, transport schedules, inspection checklists, maintenance requests, etc.).</p>	<p>2. (continued) and utilize maps, (17) respond to routine inquiries from the public and/or officials, (18) communicate effectively, (19) recognize safety warnings, (20) lift, position, and move individuals according to established procedures, (21) operate wheelchair restraints, (22) operate wheelchair lift.</p> <p>3. <b>Knowledge of</b> (1),* (2), (14); <b>skill in</b> (3); <b>ability to</b> (4), (6), (7), (8), (11), (16), (17), (18), (23) perform basic addition and subtraction.</p>

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Developed by Clemans, Nelson & Associates, Inc.  
Dublin, Ohio 43016

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