

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Bus Driver/Facilities Attendant  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Non-exempt

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**GENERAL PURPOSE:**

Performs entry-level technical work in the Transportation Division of the Public Works department. Drives, maintains and fuels buses, trolley, and sedans to provide service to the patrons of the City transportation program. Performs a variety of job tasks related to vehicle detailing / maintenance at an assigned facility. Work is performed under close supervision with minimal latitude for the use of initiative and independent judgment.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Drives, maintains and fuels buses, trolley, and sedans.
- Uses City issued radio, cell phone and/or other assigned equipment as required.
- Operates buses according to schedule
- Performs pre-trip and post-trip inspections and basic vehicle maintenance; inflates tires and adds fluids as needed
- Cleans and details buses, equipment and vehicles to include interior and exterior of vehicles including washing, vacuuming, sweeping, mopping, deodorizing, waxing and cleaning windows.
- Communicates mechanical service needs, passenger feedback and route problems to management
- Announces major intersections, and destination and transfer points to passengers verbally at a level that can be clearly heard by all passengers
- Completes paperwork as required
- Helps passengers as appropriate; assists disabled passengers including, but not limited to, loading and unloading passengers in wheelchairs
- Records passengers boarding and departing vehicle.
- Checks and maintains cleaning supplies.
- Performs maintenance tasks at an assigned facility.
- Performs other duties as assigned and/or required

**MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by a minimum of one (1) year experience in bus transportation; an equivalent combination of education, certification, training, and/or experience may be considered.

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Must have been a licensed operator for at least three (3) years (time spent driving on a learner's permit does not count towards this requirement).

Must have a state of Florida Class B or higher commercial driver license with passenger endorsement. Driving history must reflect no traffic citations for three (3) years prior to the date of application.

A biennial physical examination is required. DOT drug and alcohol testing history with previous employers must reflect no violations or testing refusals within two (2) years of date of application.

Must be able to read and abide by the Florida Department of Transportation Rule Chapter 14-90 (Florida Administrative Code).

Must be able to read and abide by the System Safety Program Plan (SSPP) and Security Program Plan (SPP) established for the City's bus program.

Previous community bus program or county bus driving experience preferred.

Previous driving experience on a fixed route with time points is preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of and occupational hazards and ability to implement necessary safety precautions
- Knowledge of state and local traffic laws Knowledge of industrial cleaning products, materials, and methods and maintenance equipment used in bus maintenance
- Knowledge of safe work practices.
- Skill in Microsoft Office products (Word and Outlook)
- Skill in providing good customer service
- Ability to read and follow road maps and bus routes
- Ability to operate a bus safely and effectively
- Ability to use a variety of vehicle maintenance equipment, supplies, and materials
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to regularly attend work and arrive punctually for designated work schedule

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**PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks involve extended periods of time sitting in and operating a vehicle. Tasks may involve occasional walking and some climbing, stooping, kneeling, crouching, or crawling.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date