City of Annapolis
Office of Human Resources
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Position Vacancy Announcement

Internal Applicants Only

Position	Bus Driver II (1605)	Opening date	July 9, 2015
Department	Transportation	Closing date	July 23, 2015
Salary range	$35,866 - $57,385 (A07)		

General statement of duties

Operates a transit bus or other vehicular equipment for transporting patrons, collects fares and oversees the safety of the passengers, may coordinate the movement of less experienced drivers; does related work as required.

Distinguishing features of the class

An employee in this class operates a City transit bus or other vehicles used to transport passengers following a designated schedule and route or instruction. A Bus Driver is responsible for reporting maintenance and repair work, for making daily reports of distances traveled, passengers carried and fares collected. The work is reviewed through the safe and satisfactory operation of the vehicle, with periodic review by supervisors, and is performed on a shift basis. As an experienced driver, the Bus Driver II may train new drivers and/or coordinate less experienced drivers.

Examples of work (illustrative only)

- Performs pre-trip prior to leaving and post-trip vehicle inspection upon return to garage;
- Drives City transit vehicles on a number of assigned routes, picking up and discharging passengers at designated locations according to schedule;
- May serve as relief driver or be assigned to a special route for senior citizens or the handicapped;
- Ensures proper fares or tickets are paid by each passenger;
- Reports vehicle defects and problems to mechanics and supervisors;
- Makes required reports of passengers transported daily, number of miles vehicle traveled, amount of gasoline and oil used and any unusual happenings;
- Reports all accidents involving City vehicles or passengers immediately to Police Department and supervisor;
- Keeps vehicle clean and in orderly condition, including sweeping, dusting and washing inside;
- Complies with all laws and regulations concerning the operation of the vehicle including safety precautions and posted speed limits;
- Coordinates vehicle movement and on-time arrival of less experienced drivers;
- Observes and/or trains new hires in route operations and passenger service techniques;
- Performs other duties as directed.

Required knowledge, skills and abilities

Some knowledge of the principles of operation of buses or other transit vehicles and of the street and road system of the City; good knowledge of State regulations and laws pertaining to the operation of transit vehicles and of driving courtesy and safety; ability to understand and carry out oral and written instructions and to establish and maintain good public relations. Good knowledge of the principles of operation of buses or other transit vehicles and of the street and road system of the City; thorough knowledge of driving courtesy and safety. Strong ability to establish and maintain good public relations. Ability to assist in training less experienced drivers and to perform routine administrative/clerical tasks related to tracking route operations and monitoring of schedules.

Acceptable experience and training

Minimum two years experience driving a Transit bus and providing general public and specialized transportation services and completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional requirements

Possession of a valid commercial driver's license issued by the State of Maryland with passenger and air brake endorsements. Consent to chemical substance screening consistent with mandated Federal, State, and City guidelines and programs, to include random tests for the detection of drug or alcohol use.

Americans with Disabilities Act

Physical ability: Strength and agility sufficient to lift and maneuver objects such as tools and equipment, to climb into and operate buses; ability to withstand working outside in all extreme weather conditions.
Visual ability: Sufficient to operate buses both day and night, to observe unsafe conditions of roadways, to read and write reports, correspondence, instructions, etc.
Hearing ability: Sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.
Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone and/or radio.
Freedom from mental disorders which would interfere with performance of duties as described.

Application process

Candidates must complete a City of Annapolis application form. The application is on-line at www.annapolis.gov and must be filed by the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation, gender identity or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.