

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

Updated 2/17/00

BUS DRIVER

DOT: 913.463-010 SVP 4

Job Description: Drives bus to transport passengers over specified routes to local or district points according to a time schedule. Physical Demands - Sedentary, w/medium carrying, lifting or moving (up to 50 lbs); General Educational Development -R3 M2 L2; Aptitudes - Average General Learning Ability, Verbal, Spatial, Motor Coordination, Manual Dexterity and Eye-Hand-Foot Coordination.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can obtain a state commercial drivers license. (S) *Note: This is a mandatory item and requires achievement documentation, not just rating (Pre-test deficiency = No; Post-test proficiency = Yes)*
2. Can successfully complete bus driver classroom training designed to familiarize the trainee with U.S. Dept. of Transportation and company work rules, safety regulations, State and municipal driving regulations, and safe driving practices, and can comply with same. (IN, S)
3. Can demonstrate appropriate bus driving skills including steering, turning, zigzag maneuvers, backing up, driving in narrow lanes, stopping, judging clearances and distances, and driving on congested highways and city streets. (IN, S, T)
4. Can demonstrate ability to correctly memorize and drive assigned bus runs. (IN, S)
5. Can demonstrate ability to adhere to time schedules while driving safely and regardless of traffic or weather conditions. (R, IN, S)
6. Can demonstrate ability to accurately prepare trip report forms. (IN, S)
7. Can demonstrate ability to determine appropriate cash fares for passengers. (IN, S)
8. Can demonstrate proper procedure for collecting tickets or cash fares from passengers. (I, IN, S)
9. Can demonstrate ability to appropriately answer questions about schedules, routes and transfer points. (I, IN, S)
10. Can demonstrate safe procedures for loading and unloading baggage. (R, S, T)
11. Can demonstrate proper techniques used to regulate vehicle heating, lighting and ventilation systems. (R, S, T)
12. Can demonstrate understanding of disabled passenger special needs, and can assist disabled passenger in accessing bus services. (I, IN, S)
13. Can demonstrate proper use of safety equipment such as fire extinguishers, first aide kits, and emergency reflectors. (R, S, T)
14. Can demonstrate understanding of emergency evacuation procedures. (IN, S)
15. Can demonstrate ability to properly perform pre-trip inspections of vehicle tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment for viability. (R, IN, S, T)
16. Can demonstrate ability to complete a vehicle inspection report. (IN, S)
17. Can demonstrate ability to make minor vehicle repairs and change tires, as needed. (R, S, T)
18. Can demonstrate proper procedure used to report accidents. (IN, S)
19. Can demonstrate understanding of basic first aide. (IN, I, S)
20. Can demonstrate ability to accurately record daily cash receipts, ticket fares, trips made, significant delays in schedules, and mechanical problems. (IN, I, S)
21. Can demonstrate ability to accurately prepare weekly trip reports with the number of passengers, trips or runs, work hours, and miles, and the amount of fuel consumption. (IN, S)
22. Can demonstrate ability to keep appropriate records and prepare reports in compliance with Federal interstate bus driving regulations. (IN, S)
23. Can demonstrate ability to deal with people beyond giving and receiving instructions. (I)