

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Driver
FUNCTIONAL AREA: Parks & Recreation Department

WORK OBJECTIVE:

Under direction, the purpose of the position is to provide transportation to passengers. This position provides transportation over prescribed routes within the City or other related transportation programs tasks. Responsible for the safety of their passengers, as well as use of defensive driving skills and adhering to all procedures, rules, and motor vehicle regulations. Employee performs all work according to established safety standards, codes and regulations applicable to the work. Employee works with independence and limited supervision.

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 class. 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.

- Operates passenger bus, mini-buses, vans according to established routes and schedules.
- Maintains records and logs on travel time, mileage, gas, purchases, passengers served, traffic accidents, and passenger injury.
- Inspects and adjusts equipment for proper operating condition. Inspects body of coach for unreported damage. Takes vehicle to be serviced for repairs and/or maintenance.
- Operates vehicle carefully, safely, and within the prescribed time schedules.
- Work is performed within established rules and procedures with the utmost regard for the safety of the passengers, the general public and all equipment.
- Ensures the assigned vehicles are clean.
- Develops vehicle/bus schedules.
- Punctuality and regular attendance are essential functions of this position.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED; Some experience in operating large vehicle, i.e. bus, R.V. and tractor trailers; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Class "B" Florida Commercial Drivers License with Passenger Transport Endorsement and have an acceptable driving record.

Knowledge, Skills, & Abilities –

Knowledge of the state and county traffic and motor vehicle regulations.

Ability to operate the assigned vehicle in the prescribed manner.

Ability to detect improper functioning mechanical systems on the assigned vehicle.

Ability to understand and carry out oral and written instructions.

Driver

Ability to establish and maintain effective working relationships with the general public, co-workers, elected officials, and appointed officials and serves the public and fellow employees with honesty and integrity.

Ability to make minor adjustments of repairs to assigned equipment.

Knowledge of the hazards involved and of applicable safety precautions and established safety precautions essential in avoidance of injury or accidents.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

ENVIRONMENTAL REQUIREMENTS:

Tasks are performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

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