

City of Americus, GA



Title: Trolley Driver

Class Code: 3502

JOB DESCRIPTION

General Description:

The purpose of this class within the organization is to provide passengers with safe and efficient operational service, providing transit service information and general municipal information.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Provides exemplary customer service to transit passengers.
- Provides communication link between customers; assists passengers, including those with physical disabilities, in and out of the vehicles via operation of ramps and lifts.
- Reads and interprets schedules, road signs, and driving directions to plan the most efficient route service for customers.
- Conducts pre-trip and post-trip vehicle inspections and ensures the assigned vehicle is clean inside and outside.
- Maintains accurate and up-to-date record of trip sheets.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent; Requires six months' experience in commercial vehicle operations, bus driving or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs sedentary work that involves sitting most of the time but may involve walking or standing for brief periods of time; requires little or no dexterity.

Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to traffic; moving machinery.

Special Certifications and Licenses:

Requires a commercial driver's license valid in the State of Georgia with passenger and air brake endorsements.

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Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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