

PROOF OF EDUCATION REQUIRED UPON APPLICATION
VACANT POSITION
DEPARTMENT: PARKS & RECREATION
APPLICATIONS TO: HUMAN RESOURCES OFFICE
CLOSING DATE: POSITION WILL REMAIN OPEN UNTIL FILLED

Job Title Part-time Motor Coach Operator (Position #2524)
Salary: \$15.00 per hour
Schedule: Will work on an as needed basis.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or GED; three years experience operating a passenger motor coach or equivalent group tour operations vehicle; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess (or obtain within one week of employment) a current first aid and CPR certification. Must possess and maintain a valid Georgia Class B Commercial Driver's License (CDL) with a Passenger (P) endorsement and no L restriction.

GENERAL STATEMENT OF JOB: Under general supervision, operates a motor coach to transport passengers safely to and from destinations. Reports to the Superintendent of Recreation.

PHYSICAL REQUIREMENTS: Must be physically able to operate a 56-passenger motor coach vehicle. Must be able to use body members to work, move or carry objects or materials. Must be able to sit for extended periods of time, stand, walk, climb, balance, stoop, kneel, or crouch. Must be able to exert up to fifty (50) pounds of force occasionally, and/or up to twenty (20) pounds frequently. Physical demand requirements are at levels of those for moderate physical work.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Safely and efficiently operates a 56-passenger motor coach, sometimes under inclement and changing weather conditions. Plans travel routes, times, fuel and meal stops, to and from specific destinations. May use GPS and computer to plan, monitor or re-route trips. Assists passengers boarding and exiting vehicle. Assists passengers by loading, unloading and moving luggage, packages and other items as needed. Monitors traffic and weather conditions and notifies the Superintendent of Recreation of potential problems. Operates communications equipment such as cell phone and/or radio. Reports accidents or other safety situations to the Superintendent of Recreation. Inspects exterior and interior of the vehicle at the beginning of and during each trip for properly operating headlights, turn signals, brake lights, air brakes, mirror adjustment, properly inflated tires, windshield wipers, vehicle damage, interior courtesy lamps, air-conditioning or heating, warning lamps, etc. prior to moving vehicle. Accurately completes pre and post-trip vehicle inspection reports and reports any identified problem. Check fluid levels and fuels vehicle as needed. Keeps interior and exterior of vehicle neat and orderly. Accurately records trip information, on-duty, off-duty and driving time on the driver's log. Learns and provides passengers with appropriate information regarding lodging, entertainment and attractions en-route to and/or at destination. Assists passengers with destination check-in, problem-solving, etc. Treats customers and other persons in a courteous, friendly and professional manner.

January 11, 2012
Ad2524bmotorcoachoperator