

## **CITY OF ARCADIA**

### **TRAM DRIVER (PART-TIME)**

#### **DEFINITION**

Under general supervision, safely operates a motor coach on assigned route and schedule; provides responsible, safe transport for senior citizens and disabled individuals.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **DISTINGUISHING CHARACTERISTICS**

Incumbents greet customers. Incumbents work with only occasional instruction or assistance; work requires incumbents to exercise judgment and adhere to Vehicle Code and local traffic regulations. Any deviations to route and schedule require prior approval.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Perform a complete pre-trip inspection of vehicle, performs safety checks of equipment and informs supervisor when adjustments or repairs are necessary

Strictly adheres to Vehicle Code, safety rules, regulations, policies, and procedures to ensure the wellbeing of customers and employees on tram

Adheres to schedule for pull-out time and in-route service

Drives with due regard to safety and comfort of passengers

Provides schedule and route information to passengers seeking assistance

Operates wheelchair lift and assists passengers with disabilities in boarding, securing, riding, and alighting in a safe manner

Reports hazardous or dangerous conditions along tram route and at passenger loading/unloading zones including hazards such as unusual traffic, road conditions, obstructions, construction, and First Responder activity

Writes reports and completes forms as necessary; may prepare detailed written report concerning accidents, incidents, breakdowns, and mechanical defects

#### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Safety principles and regulations applicable to tram operations including the California Vehicle Code and neighboring cities traffic regulations

Customer service practices including courtesy to passengers, sensitivity to passengers with disabilities, responding to questions and providing information and direction to customers

Proper tram safety and maintenance inspection procedures

Two-way radio operation, procedures, and codes

### **Ability to:**

Operate a passenger tram safely and effectively in accordance with California Vehicle Code and local traffic regulations

Arrive on time and work independently with minimal supervision

Communicate politely and cooperatively with passengers and members of the public

Exercise sound judgment in stressful situations

Understand and follow verbal and written instructions

Interpret and successfully maneuver traffic pattern flows and potential road hazards

Speak, read, and write basic English

Operate a two-way radio

Adhere to all City and departmental rules, policies, and procedures

## **MINIMUM QUALIFICATION GUIDELINES**

### **Experience:**

Minimum one year driving with a Class A or B, with Passenger endorsement and a satisfactory driving record for the past three years.

**License or Certificate:**

Must possess and maintain a current Class A or Class B California Driver's License with a Passenger endorsement.

A current DMV H-6 record showing a ten-year driving history and no points within the last three years is required at time of application.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Work is performed regularly outside in seasonal climate and weather conditions. Driving for prolonged periods of time with limited rest breaks. Heavy city traffic conditions are encountered on a daily basis. Noise from traffic and a two-way radio, slippery surfaces and dust are situations regularly encountered.

**Effective Date:** 5/7/2019