



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
BUS DRIVER & COUNSELOR
(COMMUNITY RECREATION DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for the safety and well-being of passengers. Reports to the Recreation Program Coordinator, Senior.

ESSENTIAL JOB FUNCTIONS

Operates a passenger bus or related equipment to transport participants of various recreational and social activities; assists participants on and off the vehicle; plans route and establishes safety procedures; assists staff with supervision of participants when needed.

Assists with the implementation of programs, events, trips and daily activities for mature adults.

Performs routine checks and preventive maintenance on vehicles; identifies and reports equipment malfunctions; cleans equipment as needed. Maintains required records and documentation; assists with development of applicable policies and procedures governing the use of the vehicles; ensures the safety of City equipment, private property, and others by following proper safety and traffic procedures.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Equipment Operation - Knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation and traffic laws.
- Customer Service - Knowledge of principles and processes for providing customer service.

REQUIRED SKILLS

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.

- Computer Skills - Utilizes a personal computer with word processing and related software to maintain box office revenue.
- Time Management - Ability to plan and organize daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication - Ability to effectively communicate ideas and proposals. Ability to listen and understand information and ideas presented verbally or in writing.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 2 - 4 years of related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history and sex offender registry check.

Requires a valid Virginia Commercial Driver's License with a "P" endorsement and an acceptable driving record.

Requires satisfactory results from a pre-employment medical evaluation; pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10 - 20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, traffic hazards, violent individuals, infectious disease, or rude/irate customers.