

BUS OPERATOR, 3588
BUS OPERATOR SUPERVISOR, 3589

Summary of Duties: Operates a bus to transport passengers to and from passenger airliners, remote pads or terminals; operates a bus while conducting tours of local points of interest; or supervises Bus Operators engaged in such activities; and does related work.

Distinguishing Features: A Bus Operator drives buses of various sizes, including a 50,000 GVW, 130-passenger dual-driver station model to transport airline passengers. Operators must drive in restricted airport driving areas, in and around taxiing and parked aircraft, emergency rescue vehicles, and airline passengers. Employees of this class must use extreme caution and safe driving techniques while loading, unloading and transporting passengers. Operators receive radio instructions from the tower and dispatcher while underway to insure safe and efficient operation. Employees are assigned on a 24-hour, three-shift, 7 day-a-week basis. Operators assigned to airfield bus operations must successfully complete an airfield driving instruction course and obtain an airfield operator's license.

A Bus Operator Supervisor's main responsibility is to schedule and coordinate the work of Operators and to provide training and instructions in airfield bus operations.

Examples of Duties: Bus Operator: Drives an airfield bus transporting airline passengers to and from aircraft, remote parking pads and terminals; drives a bus on taxiways and maneuvers bus around moving and parked aircraft, vehicles and ground employees; monitors two radio frequencies while receiving instructions from the dispatcher and FAA tower; maintains a daily log of trips, number of passengers transported, and unusual occurrences; performs pre-shift inspection of bus tires, water, oil levels, brakes, lighting, and safety equipment; assists passengers as they board and leave bus; answers questions from passengers; cleans the exterior and interior of bus on regular basis.

May drive a bus carrying City officials or visitors to the City, including foreign dignitaries to various points of interest; may explain the history, purpose and/or significance of sites viewed; and drive other vehicles as an incidental part of the assignment.

Bus Operator Supervisor: Makes up work schedules for Bus Operators based on projected workloads; dispatches operators via two-way radio to airline terminals; supervises and inspects the cleaning of buses; coordinates with other bureaus when drivers are needed for tours and special functions; maintains and submits records of all airfield bus trips for billing to user airlines; selects and conducts training or supervises the training of subordinates; prepares budget requests for the Airfield Bus Service Section; requisitions materials and

supplies; makes recommendations concerning improved operating procedures and bus safety: and may operate airfield buses as necessary.

Employees of both classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

Bus Operator
Knowledges :
Bus Operator
Supervisor

Airfield rules and regulations

Good

Safe bus driving techniques

Good
Good

The California Vehicle Code

Good
Good

Safe loading and unloading of passengers

Good
Good

Operation and maintenance of buses

Working
Good

Memoranda of understanding

Good

Laws and regulations relating to equal opportunity and affirmative action

Working

Supervisory principles and practices

Good

City personnel rules, policies and procedures

General

Abilities :

Operate buses skillfully and safely

X
X

Learn two-way radio procedures while driving bus

X
X

Learn locations and layout of facilities at LAX

X
X

Bus Operator
Abilities (Cont) :

Bus Operator
Supervisor

Understand and follow directions

X
X

Maintain cordial and helpful relationships with the public, airline personnel, federal inspection personnel and co-workers

X
X

Communicate effectively with co-workers, supervisors and public and in a clear manner via two-way radio and public address system

X
X

Prepare various records and reports

X
X

Supervise and train subordinates

X

Implement and maintain an effective attendance program including the use of appropriate counseling techniques

X

One year of experience driving a bus of 40 seated passenger capacity or larger is required for Bus Operator.

One year of experience in the class of Bus Operator for the City of Los Angeles is required for Bus Operator Supervisor.

License: A valid Class 1 or 2 California driver's license and a good driving record are required for both classes. A valid Airfield Operator's license is required as a condition of continued employment.

Physical Requirements: Both classes: Strength to perform average lifting up to 25 pounds and occasionally over 50 pounds; arm, leg, hand and finger dexterity sufficient to safely operate a passenger bus; good speaking and hearing ability; and sufficient eyesight to qualify for a Class 2 California driver's license.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some the positions in this class. Such determination must be made on an individual basis in light of the person's limitation, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.