

**CITY OF VISTA
RECREATION AND COMMUNITY SERVICES DEPARTMENT - CULTURAL ARTS DIVISION**

JOB DESCRIPTION

CSSIII R22 - COMMUNITY SERVICES SPECIALIST III – BUS DRIVER I - MOONLIGHT

Under the direction of the VisTix Ticket Office Manager and the House Manager, the Bus Driver is responsible for transporting patrons to and from the parking lot to the main entrance of the theatre before and after the performance, completing nightly bus prep and upkeep; being available to drive patrons to their cars through the entire performance; enforcing and explaining Moonlight Rules and Policies.

Example of Duties

- Checks bus at the top of each shift for proper safety and upkeep regulations.
- Transports patrons from the parking lot to the front entrance of the theatre.
- Greets all patrons in a professional and courteous manner.
- Oversees the safety of patrons entering and exiting the bus.
- Is prepared to drive patrons who exit early throughout the entire performance.
- Transports patrons from theatre entrance to the parking after the performance is over.
- Enforces and explains Moonlight Rules and Policies.
- Assists patrons as needed.

Qualifications

Education – Must have graduated from, or be currently enrolled in, an educational institution working to obtain a high school diploma or G.E.D. Equivalent.

Experience – Must have a CA Class B driver’s license with passenger endorsement.

Knowledge, Skills, and Abilities

Ability to follow oral and written instructions.

Ability to work cooperatively with the public and employees, in an enthusiastic and constructive manner.

Ability to interact in a calm, pleasant, and constructive manner.

Ability to engage in physical activity.

Ability to maintain personal cleanliness.

Ability to drive a 20-passenger bus.

Ability to practice safe driving and uphold slight vehicle maintenance.

Special Conditions

Daily lift and carry objects weighing up to 20 pounds without mechanical assistance.

Must be able to work a flexible schedule including weekends, evenings, and holidays, dependent on season program needs. Must be available from April until November, as scheduled, with no vacation leave.

Required Apparel

Persons hired must wear standard apparel as prescribed by the Recreation and Community Services Department.

Salary Scale

Step 1: \$17.52

Step 2: \$17.87

Step 3: \$18.22

Moonlight Stage Productions is a program of the City of Vista's Recreation and Community Services Department - Cultural Arts Division. All those hired will become temporary, part-time employees of the City of Vista.

Rev. 03.15.22