

## Position Description

*(For electronic versions of this document, please use the tab key to move from field to field)*

<b>Position Title:</b>	Operator	<b>FLSA Classification:</b>	Non-Exempt
<b>Department / Location:</b>	Operations/Varies	<b>Job Code:</b>	
<b>Completed By:</b>	Human Resource	<b>Date:</b>	November 28, 2011

<b>Title of this Position's Supervisor:</b>	Operation Supervisors
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<b>Job Title(s) of Employees that Directly Report to this Position:</b>	N/A
<b>Total Number of Employees (direct or through subordinates) Supervised by this Position:</b>	N/A

<b>Job Purpose or Scope:</b>	<p>The Bus Operator is responsible for safely operating a transit motor coach and maintains the appearance of the interior of the bus.</p> <p>The primary objective of the Bus Operator is providing safe, reliable and efficient public transportation.</p> <p>Bus Operators transport passengers of specified routes to local points according to time schedule and or transport between pick up points as requested.</p>
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<b>Major Responsibilities:</b>	1)	Drives one of several different coach/buses in a safe, courteous, and reliable manner throughout the contracted service area within a daily assigned time schedule.
	2)	Maintains a strong attendance record.
	3)	Performs pre/post trip vehicle inspections as required.
	4)	Possess a functional knowledge of the demographics of the service area.
	5)	Stops at designated points to load and/or unload passengers.
	6)	May assist in the boarding of passengers using wheelchairs or other mobility aids and is required to properly secure wheelchairs and scooters.
	7)	Notifies dispatch of deviations, overload, accidents, passenger incidents, medical/behavioral problems, or bus mechanical/electrical trouble.
	8)	Assures that fares are deposited into the fare box and dispenses information. Advises passengers of rules and regulations when necessary.
	9)	Completes and submits written reports concerning passengers and all accidents.
	10)	Operates on-board computer fare boxes and destination signs.

## Position Description

<b>Describe level of decision making and list examples of common decisions made:</b>	
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<b>Minimum Education &amp; Certifications Required:</b>	<ul style="list-style-type: none"> <li>• CDL license with air brake and passenger endorsements</li> <li>• Acceptable driving record</li> </ul>
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<b>Experience &amp; Skills Required:</b>	<ul style="list-style-type: none"> <li>• Must be able to work a flexible schedule - weekend and evening hours</li> <li>• To qualify, you must be at least 21 years of age, have a valid driver's license, three years of driving experience and be able to pass a background investigation and a drug test</li> <li>• Good verbal communication skills.</li> <li>• Ability to read, write, and speak English and perform basic mathematical procedures.</li> <li>• Ability to work under stress and meet strict timelines.</li> <li>• The ability to work early morning hours.</li> <li>• Must be able to work without direct supervision.</li> <li>• Must read and understand street signs, route sheets and maps.</li> <li>• Excellent communication skills</li> </ul>
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<b>Physical Requirements &amp; Working Conditions (include amount of travel):</b>	<ul style="list-style-type: none"> <li>• Routes may vary in length, number of turns, and whether driving is done on the highway or city street. On average, a workday may encompass driving an average of 80 miles, involving 60 to 100 turns per day.</li> <li>• Ability to verbally communicate with passengers and dispatchers/road supervisors including use of a 2-way radio and PA system.</li> <li>• Possess excellent or corrected vision to allow operator to have the ability to read and comprehend written material. Must have good depth perception, peripheral vision, distance vision, and color perception as is required to drive a motorized vehicle.</li> <li>• Possess a full range of sense of hearing, including tone, pitch, and volume when operating transit vehicle, using 2-way radio, and assisting passengers and public.</li> <li>• Must have good manual dexterity in order to perform the basic functions of the destination keypad. Required to reach, grasp, and use multiple objects which include but are not limited to: a 2-way radio, door control, PA microphone, steering wheel, wheelchair lift control, and bus door control.</li> <li>• Required to sit while operating vehicle approximately 75% of the work day. The remaining 25% of the day will require the operator to move both in the internal and exterior perimeters of the bus, including a pre-trip inspection of the vehicle by walking around and through the vehicle.</li> <li>• Ability to push/pull tension of at least 50 pounds and ability to bend and stoop/kneel to assist passengers boarding and securing in wheelchair/scooters and/or to retrieve equipment. Twist at the knee and waist when operating vehicle, performing vehicle inspections, and securing wheelchairs. Reach forward, rearward, upward, and downward when operating vehicle, performing vehicle inspections, and securing wheelchairs.</li> <li>• Subject to wet, cold, and/or hot environmental conditions.</li> <li>• Subject to a low risk of injury due to vehicle accident, mechanical failure, fire, and/or explosion.</li> <li>• Subject to vehicle noise and vibration while operating transit vehicle.</li> <li>• Subject to vehicle exhaust fumes and odors, road dusts, and mist.</li> </ul>
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<b>List any additional measures applicable to this position (Revenue, Headcount, # of buses; Budgets \$ etc.):</b>	
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***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.***

I have been issued a copy of the employee description and job duties and I have read and understand them. I further understand that any violation of these duties may result in disciplinary action as outlined in the general work rules.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work performed. These are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so qualified.

Updated November 2011