

## **Bus Operator of Fixed Route Operations**

### JOB DESCRIPTION

Job Title: Bus Operator of Fixed Route Operations  
Department: Operations  
Reports To: Street Supervisor/Director of Fixed Route Operations  
FLSA Status: Non-Exempt  
Prepared By: Human Resources  
Prepared Date: 05/17/02  
Approve By:  
Approved Date:  
Position: Full Time  
Payroll: Hourly

#### SUMMARY

Primary duties are to operate Transit vehicles over an established route to delivery transportation services in a safe and timely manner to the community.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned

- Complete training and development classes as provided by the Direct Supervisor.
- Operate a Transit vehicle safely in all types of weather and traffic conditions.
- Operate a vehicle Transit safely in accordance to the printed schedules.
- Interact effectively with the general public under varying circumstances.
- Must be able to adhere to tight time schedules under varying conditions and still operate bus in a safe
- Comply with federal mandates as they relate to assisting boarding and departing passengers with disabilities.
- Comply with CFR Title 49 (Subtitle A, Section 37.167) which states that operators will, ".... announce at least transfer points with other fixed routes, other major intersections and destination points, and intervals along a route sufficient to permit individuals with visual impairments or other disabilities to be oriented to these locations.
- Perform pre-trip inspection of assigned bus.
- Although employees are not allowed to handle money given by passengers, they do need to address the customer if the proper amount of money is not put in the till. If issues occur concerning fares, the employee will contact the Street Supervisor.
- Consistent endurance is a requirement for the position. If an operator is one minute late for duty, it is considered a failure. Four failures is an automatic termination. (See policy manual.)
- Count passengers and record the number on trip sheets.
- Interact with all Transit passengers in a professional and courteous manner.
- Be a professional representative of \_\_\_\_\_ and it's management.
- Some outside work hours may be required for special events or training.

#### SUPERVISORY RESPONSIBILITIES

None

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be at least 21 years of age.
- Must have a copy of a high school diploma or a GED.
- Must under go a DOT physical examination and must have a negative drag screen.
- While employed as an operator, the employee must submit to and pass random drug and alcohol testing,
- Must have a perfect driving record for two (2) years. May not have any DWI's (unless Approved by senior management).
- Must be able to communicate in English with passengers.

#### EDUCATION and/or EXPERIENCE

Level 3: High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

#### LANGUAGE SKILLS

Level 3: Ability to read and interpret documents such as safety roles, operating and maintenance instruction, and procedural manuals. Ability to write route reports and correspondence Ability to speak effectively before groups of customers or employees of the organization

#### MATHEMATICAL SKILLS

Level 2: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common functions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

#### REASONING ABILITY

Level 3: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### CERTIFICATES, LICENSE, REGISTRATIONS

Must maintain a Class B Commercial Driver's License with appropriate endorsements.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job~ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and m-ms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/ or move between 50 to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### WORK ENVIROMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee is frequently exposed to assorted fumes or airborne particles and toxic or caustic chemicals and exposure to vibrations. They may be exposed to outside weather conditions including wet and/or humid conditions, extreme cold or extreme heat.
- The noise level in the work environment is usually moderate, but can on occasion be loud.

#### OTHER DUTIES AND RESPONSIBILITIES OR CONCERNS NOT LISTED ABOVE:

EMPLOYEE STATEMENT OF AGREEMENT:

By signing this job description, I believe I can perform the Essential Duties and Responsibilities listed. This job description should not be interpreted as an employer's contract, but rather a description of duties and skills required. Should at some point in time I am not able to perform these duties, it is my responsibility to contact my immediate supervisor.

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

Supervisor's Signature: \_\_\_\_\_

The employee will receive a copy of this job description as well as the signed copy being placed in the employee's Human Resource file.