

JOB DESCRIPTION

POSITION: BUS OPERATOR (NON-EXEMPT)
DIVISION: TRANSPORTATION
REPORTS TO: TRANSIT ROAD SUPERVISOR

SUMMARY: The primary duties of the Bus Operator are to transport passengers on a pre determined route in a safe, timely and courteous manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Provides information to passengers concerning other routes, as well as the assigned route, bus schedules and transfers.

Track and monitor farebox readings, dollar amounts and special counts as required.

Monitor farebox to ascertain correct fare has been deposited, dispense and collects transfers.

Maintains a daily work sheet.

Completes accidents/incident reports when necessary.

Assist elderly and disable passenger in boarding and/or disbarment bus.

Notes detours on routes made necessary by road closing and reports same to dispatcher.

Perform post/pre-trip inspections. Files a defect card daily, noting mechanical and body damage of vehicle.

Notifies dispatcher of bus breakdowns.

Reports to dispatcher via radio, in the event of an accident, passenger's emergencies, such as required the assistance of police, medical or other services.

In the event of road closing or upon the directive of management driver deviates from the assigned route.

MINIMUM JOB REQUIREMENTS:

A high school diploma or equivalent (GED).

A current and valid Indiana Commercial Driver's License (CDL) Class A or B.

Ability to operate a vehicle in a safe manner and practice defensive driving skills/techniques.

Ability to read and make basic arithmetic computations.

Ability to display a professional and courteous attitude towards the general public and fellow employees.

Ability to follow directions and policies established by the Company.

A watch that is in good repair and keeps accurate time.

PHYSICAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individual(s) with disabilities to perform the essential functions.

The bus is equipped with an automatic transmission; however, those that does not have power steering may require the operator to use of two hands. The driver must sit in one position for an extended period of time and have the dexterity of moving right leg and foot from accelerator to brake and apply pressure to the air brake system. Various levers, switches and buttons must be operated with either hand. Limited walking is required and the ability to bend the torso and turn the head to right and left is essential in order to perform the job. In addition, may be required to assist elderly and disable passenger in boarding and/or disbarment bus.

WORK ENVIRONMENT:

The work environment is representative of those an employee encounters while performing the essential duties of the job. The noise level in the work environment is usually quiet: