

BUS OPERATOR
POSITION DESCRIPTION

NON-EXEMPT, REPRESENTED
REPORTS TO: DIRECTOR OF FIXED ROUTE OPERATIONS
REVISED AUGUST 25, 2015

FIXED ROUTE BUS OPERATOR:

OVERALL JOB OBJECTIVE

Transport passengers over predetermined routes according to set schedules in the safest manner possible.

ESSENTIAL JOB FUNCTIONS

- Operate a public transit vehicle to transport passengers on specific routes in accordance with published time tables.
- Drivers are expected to be familiar with the equipment associated with transit vehicles within the Authority's fleet.
- Prepares for daily runs by obtaining assignments, reviewing posted notices and communication of irregularities to the dispatcher.
- Ensures that a vehicle is safe and reliable prior to operation by performing a pre-trip inspection including the completion of a vehicle condition report for each vehicle driven throughout any given day.
- Ensures the safety of vehicles for other employees by performing post-trip inspections which require the completion of a vehicle condition report for each vehicle driven throughout any given day.
- Transports passengers in a courteous and professional manner pursuant to a specific time schedule.
- Must be able to perform all duties regardless of weather, traffic conditions and passenger load conditions.
- Performs defensive driving techniques by complying with traffic regulations and conditions.
- Be able to safely perform duties by enforcing passenger safety and conduct rules.
- Understand and comply with Authority policies and procedures.
- Passenger assistance according to protocol prescribed by the Authority; including assisting passengers with disabilities.
- The ability to operate all accessibility devices (i.e., ramps, lifts, etc.) in a safe manner according to Authority and manufacturer's instructions.
- The ability to secure passenger mobility devices and occupants prior to placing vehicle in motion.

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- Collect appropriate fare(s) for each passenger, including issuing transfers and passes and properly registering passengers.
- Completion of various authority reports including accident/incident reports and required paperwork.
- Regular communication with passengers and Authority co-workers regarding questions, concerns, complaints, company protocol and other issues that are related to employment.
- Following company protocol and procedures during shift without direct supervision.
- Be able to act appropriately when faced with an emergency situation by the utilization of common sense coupled with following Authority protocol and procedures – including passenger management if necessary.
- The use of appropriate communication devices, including two-way radios.
- Ensuring conformity with federal and state regulations and company policies.

ADDITIONAL JOB FUNCTIONS

- Working with other Authority personnel to achieve organizational objectives.
- Attending meetings, training, and seminars as required.
- Performing other duties as assigned.

SUPERVISION RECEIVED

Ability to work independently with minimal supervision from Chief Operations Officer or Dispatcher.

SUPERVISION GIVEN

Directives from a Dispatcher or Supervisor / Manager.

PHYSICAL/MENTAL REQUIREMENTS

- Generally works inside a public transit bus with normal exposure to water, dust and dirt.
- Normal exposure to noise.
- Periodically works beyond normal work hours, as required.

PHYSICAL/MENTAL REQUIREMENTS

- Must be able to operate the vehicle with the use of a seatbelt.
- All operators must be able to bend over, stoop or squat down to floor for at least 60 seconds.

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- Must be able to walk for 10 minutes without rest.
- Use of arms, legs and body torso to climb steps into bus while maintaining three points of contact, assist passengers when necessary and maintain body equilibrium to prevent falling when working on slippery surfaces during winter months and all weather conditions.
- Must have the ability to sit without discomfort for prolonged periods of time on a variety of driver's seats in different models of buses. Must have the ability to push, pull, grip, bend, crouch, and/or kneel, talk, hear. Must be able to reach above shoulder level. Requires the ability of hand-eye coordination to operate various pieces of equipment.
- Requires continuous use of hands, arms, feet and legs to push/pull or activate essential controls (pedals, steering wheel, levers, and knobs) in recurring operational motions.
- Must be able to turn head up to 90 degrees and torso up to 45 degrees in either direction on a regular and frequent basis to see traffic and observe passengers by use of mirrors, etc.
- Must be able to turn vehicle steering wheel without obstruction while seated in the driver's seat.
- Must be able to assist ambulatory and non-ambulatory passengers on and off the vehicle.
- Operator must be able to push or pull a passenger seated in a non-motorized wheelchair (ADA defined) weighting up to 600 lbs. (including passenger) for a level distance of up to 40 feet and up and down 10% incline for up to 6 feet
- Must be able to use coordinated movements to secure mobility devices as instructed. Must be able to pull a tie down strap with a force of 50 lbs. while bending over, stooping or squatting down.
- All vehicle operators must be able to assist in transferring a passenger, who uses a wheelchair, to a regular passenger seat.
- Must have the physical/mental ability to quickly assist passengers and maintain composure in times of emergency or passenger incidents.
- Must possess ability to understand, record, convey, and present information, explain procedures, and follow instructions.
- Dexterity requirements range from coordinated movements of arms, fingers, and hands; coordinated movement of toes, feet, and legs; and torso movements as necessary to carry out job duties.

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- Must be able to lift and carry objects with maximum weight of fifty (50) pounds.
- Must be able to complete work requiring concentrated mental effort and attention to detail with minimal re-work or errors.

QUALIFICATIONS

- This is a safety sensitive function for the Authority subject to DOT drug testing requirements.
- Requires possession and maintenance of a Pennsylvania CDL license (minimum class B) with no air brake restriction and passenger endorsement.
- Requires a current DOT medical examination/certification every two years or as specified by physician.
- Must be at least 25 years of age.
- The ability to read and understand maps.
- Knowledge of the local region preferred.
- Must have acceptable driving record.
- Job related experience preferred.
- The ability to follow a schedule.
- The ability to complete reports.
- Must be able to effectively communicate and follow oral/written instructions that are provided in English.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Must be able to work during all hours of operation as required.
- Participation when necessary in Authority training sessions at times outside of regular shift schedules.
- Must wear a company-provided uniform during work hours.
- Must be able to maintain regular attendance in accordance with Authority standards.
- Communication with Supervisory personnel regarding changes in medications.
- Communication with Supervisory personnel regarding any license revocation or off-duty traffic violations.
- Communication with Supervisory personnel regarding accidents and moving violations immediately.
- Comply with and participate in training requirements as established by the Authority.

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- Continuing knowledge of local, state and federal traffic rules and regulations.
- Continuing knowledge of operational aspects of a variety of vehicles.

I have read the above position description and fully understand the requirements set forth herein. I hereby accept the position of Bus Operator, and agree to perform the duties and fulfill the responsibilities listed herein to the best of my ability.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss accommodations with the Employer.