



GCRPC

GOLDEN CRESCENT REGIONAL
PLANNING COMMISSION

TRANSPORTATION BUS OPERATOR I

<u>CLASS NO.</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>FLSA STATUS</u>
565	5	\$13.75 - \$18.15	Non-Exempt

GENERAL DESCRIPTION

Performs routine (journey-level) motor vehicle operations work. This position is considered safety-sensitive and is governed by Federal Transit Administration (FTA) drug & alcohol testing regulations. Primary responsibilities include the transport of passengers in a safe, courteous, and reliable manner. Assists the transportation division by helping to maintain vehicles in a condition of operating excellence so that the vehicles are safe, clean, and functional.

EXAMPLES OF WORK PERFORMED

Transports safely all types of passengers, including adults, children, the elderly, and persons who have disabilities or special needs.

Completes routing sheets and any other vehicle reports as appropriate and necessary.

Assists the elderly and disabled passengers in and out of vehicles and other passengers as appropriate.

Complies with all traffic regulations and agency policies.

Operates a mobile radio or similar device to communicate with the dispatcher(s) and/or other drivers.

Report disruptions in service or delays.

Follows safety and accident policies and procedures.

Attends the following training: First Aid, CPR, Passenger Assistance Techniques and Passenger Sensitivity Skills, Defensive Driving, Blood Borne Pathogens, and other training as deemed necessary and appropriate.

Secures passenger's wheelchairs to restraining devices to stabilize wheelchairs during all trips.

Ensures that passengers deposit correct fares in farebox.

Turns in fareboxes at the end of each day.

Performs other duties when not driving, such as cleaning and servicing vehicles with fuel, lubricants, etc., as appropriate.

Performs a Pre-Trip Inspection of their vehicle before transporting any passengers, and a Post-Trip Inspection at the end of each day.

Attends seminars and workshops as needed and approved.

Performs such other duties as may be assigned

Required Essential Job Functions:

SIT: Drives bus on designated routes throughout cities or counties to counties, which requires tolerance of seated posture up to 12 hours.

CLIMB: Requires climbing steps up to 12 hours, frequently entering and exiting buses during shift.

LIFT/MANUEVER/OPERATE: Able to assist with personal items (maximum lifting 50 lbs.). Requires horizontally transferring weight, 1 hour, 75ft without mechanical assistance.

Required to assist disabled passengers into and out of vehicle (maximum weight allowed on wheelchair lifts is 800 lbs. which includes the client and wheelchair; wheelchairs are pushed or slid side-to-side without lifting).

Driver opens engine compartment hatch, adjust mirrors, and operate bypass on farebox requiring upper body forces of 55 pounds up to 1 hour.

POSTURAL: Required to secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. (Requires bending and/or kneeling).

WALK: Requires walking up to .25 miles, in an 8-hour shift to assist clients.

VISION: Requires (near, far, depth) vision (day and night) to complete written forms and reports, drive, observe traffic signals and signs, operate bus controls, switches, and levers, inspect bus for safety and cleanliness, collect fares, and keep all information on bus current.

TEMPERATURE: Operator must tolerate working environment with outside ambient temperatures, including excessive heat, cold, and precipitation when performing pre-trip inspection, assisting passengers or other duties as assigned.

Must tolerate working environment with inside controlled temperatures while driving the bus.

COUPLING: Operate communication or other bus equipment with switches and levers requiring coupling forces of 5 pounds up to 12 hours.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Graduation from an accredited high school is preferred, plus two years of full-time experience in transportation/public oriented field (college or business school training may be substituted equally for up to one year's experience).

KNOWLEDGE, SKILLS, AND ABILITIES

Required to pass a road test in the type of vehicle he/she will be operating.

Required to pass Pre-Employment Drug Testing; Required to pass a physical examination; Must have no more than one (1) traffic citation for moving violations in the past year and no DWI/DUI convictions in the last seven years.

By signing below, I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.

Name

Date