



Job Description BUS OPERATOR

Purpose:

The purpose of this position is to safely and efficiently operate BSOOB Transit buses ensuring safe and timely transport of passengers. This is accomplished by maintaining designated route schedules; assisting passengers; recognizing and resolving circumstances or events that impact proper operation; inspecting coaches; completing reports; collecting fares; inspecting passes; and providing special assistance to passengers with disabilities.

Essential Duties and Responsibilities:

- Performs bus inspection and reports equipment malfunctions to appropriate shop personnel for correction.
- Operates bus in a safe and professional manner following an assigned schedule.
- Provides courteous passenger assistance as necessary.
- Collects fares and properly classifies ridership on electronic tablet as necessary.
- Reports delays, breakdowns, and accidents using proper radio protocol; makes written reports of all accidents and incidents.
- Complies with all local traffic regulations.
- Maintains appearance, behavioral and physical standards necessary to fulfill the agency's essential mission.
- Maintains friendly and professional demeanor with passengers.
- Complies with all ADA regulations (callouts, wheelchair securement, lift cycling, assisting passengers, etc.) and other policies and procedures.
- Participates in safety and related training programs that are made available.

Essential Aptitudes, Skills and Functions:

- Reliable, dependable and maintains excellent attendance and time management skills.
- Possess and ability to maintain outstanding customer service skills.
- Required ability to work independently as well as in a team environment.
- Possesses the ability to be compassionate towards passengers and co-workers.
- Ability to create detailed, legible, and timely incident/accident reports.
- Dependable, trustworthy, and a high level of integrity with regard to their work.
- Can utilize common sense and think quickly to adapt and solve problems.
- Maintains an excellent driving record and is safety focused.
- Adaptable and is flexible with work schedule.

Minimum Requirements:

- High School Diploma/GED.
- Class B license with passenger and airbrake endorsements.
- Basic Computer Skills.
- Must be able to read, write, and speak the English Language effectively.
- Maintains a clean and safe driving record.

Minimum Physical Requirements:

- Ability to sit for a minimum of 8 hours per day.
- Occasional standing, walking, crouching, kneeling, pulling and pushing.
- Occasional lifting and carrying objects.
- Requires continuous use of hands, arms, feet and legs to push/pull or activate essential controls in repetitive operational motions.
- Requires capacity to exert up to 50 pounds of force to move vehicle controls and occasional assist disable passengers.
- Requires the capacity to seize, hold, grasp, turn or otherwise work with hands to turn steering wheel, and manipulate levers and controls.
- Requires the ability to extend hands and arms in any direction.
- Use of legs and body torso to climb steps in bus, assist passengers when necessary and maintain body equilibrium to prevent falling when working on slippery surfaces during winter months and all weather conditions.
- Capacity to start, stop, control and adjust the actions of machines to achieve desired results.
- Requires motor coordination, finger and manual dexterity; eye, hand and foot coordination.
- The ability to keep mentally alert and maintain concentration for recurring periods.

NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, aptitudes, duties, requirements, efforts, or working conditions. While this list is intended to be an accurate reflection of the current position, BSOOB Transit reserves the right to revise the functions and duties of the position, or to require that additional or different tasks be performed when circumstances change (i.e. emergencies, staff shortages, workload changes, rush jobs, or technical developments.)