

**Allen County RTA  
Job Description**

**Bus Operator**

<b>DIVISION:</b>	Transportation	<b>JOB CODE:</b>	501	<b>GRADE:</b>	2	<b>FLSA STATUS:</b>	Hourly \$15.00
<b>DEPARTMENT:</b>	Operations	<b>DEPT ID:</b>	500	<b>REPORTS TO:</b>	Operations Supervisor		
<b>BARGAINING UNIT:</b>	AFSCME	<b>EFFECTIVE DATE:</b>	Aug 2017		<b>REVISION DATE:</b>	May 2017	

**PURPOSE OF POSITION:**

Under the direction of the Operations Supervisor or designee, drives a bus to transport passengers over specified routes according to time schedules. Must also drive LTV's used to operate the UpLift System for elderly or disabled passengers. Total weekly hours of 30 or more required for full time, less would be considered part time.

**ESSENTIAL JOB FUNCTIONS:**

1. Conducts bus safety check at the beginning of and during the shift to assure all safety equipment is in place and operational. Reports major mechanical problems immediately and minor problems at the end of the shift.
2. Complies with all local, state, and federal laws relating to bus operation. Reports delays in maintaining route schedule, detours, and all accidents or injuries as soon as possible.
3. Operates bus in a safe, reliable manner to provide a smooth comfortable trip for bus passengers. Regulates heating, air conditioning, lighting, and ventilating systems for passenger comfort.
4. Answers inquiries regarding schedules, routes, transfer points, and street locations. Maintains order on the bus. Complies with safety rules and regulations. Assists disabled passengers onto both the fixed route buses and the UpLift System. Required to follow all federal laws in accordance with the American with Disabilities Act (ADA).
5. Collects fares and prepares reports for each run or tripper worked that day. Prepares accident/incident reports at end of the shift and forwards to Operation Supervisor.
6. Performs other related duties as assigned by management.

**QUALIFICATIONS:**

**Education and Experience:**

High school graduate or equivalent is required. Special training in the operation of diesel powered transit bus or heavy duty trucks is desirable. Minimum of one year experience driving large vehicles is preferred.

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**Licensing/Certification:**

Must have a valid Ohio CDL, Class B, including air brakes and passenger endorsement permit, we will train for CDL testing.

Various training certifications will be required after hired  
CPR and First Aide

**Knowledge, Skills and Abilities:**

Must have the ability to operate a large vehicle in a proper and safe manner. Must have a neat appearance, a pleasant attitude, and a courteous manner. Must be able to work closely with the public. Good public relations/communications skills required. Knowledge of the city street system is desirable. Must be able to prepare records and reports. Required to drive various bus/vehicle models

**Physical Requirements:**

Physical requirements include: sitting, standing, grasping, stooping, squatting, reaching, balancing, twisting, kneeling, pushing, pulling, climbing, and lifting. Must be able to step up and down bus steps to assist disabled passengers on and off the bus. Manual deployment of the wheelchair ramp requires being able to lift up to 35 pounds. \*Must be able to receive and maintain DOT medical certification.

**Working Conditions:**

Work is performed in a heated and air-conditioned bus. May be exposed to weather conditions when assisting disabled passengers.

**Miscellaneous Requirements:**

This job description is applicable to the following classifications: Bus Operator-1<sup>st</sup> 6 probation months, and Bus Operator-Thereafter. The position requires approximately 120 hours (total) classroom and behind-the-wheel training. Must pass a Coach Operator Assessment Test to be considered for this position. Must pass operator training assessment to remain in the position. Subject to Department of Transportation's Drug and Alcohol Testing Program requirements. Required to have updated contact information on file at all times. Required to wear uniforms provided by RTA. Must be able to work both daytime and nighttime hours, split shifts, weekends, holidays, and overtime as required. Must be able to work successfully with diverse groups of people.

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations.**

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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\*DOT physical certification information:

- If you are taking blood pressure medication or if your blood pressure is greater than 140/90 during the exam, you will not qualify for a 2-year DOT card and will not be hired for the position of Bus Operator.
- If you wear prescription glasses or contacts, make sure you bring them for the exam.
- If you have hearing aids, bring them with you to the exam.
- If you take blood thinners such as warfarin or Coumadin, bring documentation that your INR has been regulated for at least the last month.
- If you have diabetes, bring documentation of A1C of less than 8. Documentation must be less than 6 months old. An A1C can also be drawn at \_\_\_\_\_ for the price of \_\_\_\_\_. Results will be available\_\_\_\_\_.
- If you have been diagnosed with heart disease or heart attack or other cardiovascular condition bring a copy of your recent cardiac stress test results completed within the last two years.
- If you have had heart surgery (valve replacement/bypass, angioplasty) bring a letter from your cardiologist clearing you to drive a commercial vehicle.
- If you have a pacemaker, bring documentation of annual pacemaker check.
- If you have been diagnosed with a nervous or psychiatric disorder, bring a letter from your psychiatrist clearing you to drive a commercial vehicle.
- If you have been diagnosed with seizures or epilepsy, bring documentation from your treating provider that you have been seizure free without taking seizure medication for 10 years.
- If you are on any prescription medications, bring the list of medication names with you.
- DOT physical certification will be required for employment but paid by ACRTA.