



BUS OPERATOR

DATE
May 2012

DEPARTMENT
Transportation

GENERAL

- This position is responsible for operating AMTRAN buses over a predetermined route. The operation must be accomplished in a safe and timely manner. Courtesy to customers, motorists, bicyclists, pedestrians, etc. is required.

REPORTING

- This position reports to the Director of Transportation through the Dispatchers and Transportation Supervisors.

WORK HOURS

- Position works an assigned schedule as the Authority requires. Overtime may be required on an assigned basis.
- Must be able to report to work during all hours that the Authority operates including nights and weekends.

DUTIES:

- Must be positive, polite, and helpful with fellow employees, customers, motorists, bicyclists, pedestrians, and other members of the public.
- Understand and comply with Authority policies and procedures.
- Follow company protocol and procedures during shift without direct supervision.
- Must be able to safely perform duties by enforcing passenger safety and conduct rules.
- Must be familiar with the equipment associated with the transit vehicles within the Authority's fleet and changing operational aspects as new fleet vehicles are purchased.
- Operate all accessibility devices (i.e., ramps, lifts, etc.) in a safe manner according to Authority and manufacturer's instructions.
- Secure passenger mobility devices and occupants prior to placing vehicle in motion.
- Ensure that a vehicle is safe and reliable prior to operation by performing pre-trip and post-trip inspection which requires the completion of the prescribed report.
- Filing of necessary reports in case of an accident or incident.
- Monitor physical condition of assigned vehicle including lights, mirrors, doors, brake pressure, tire condition, heater or air conditioner, surveillance system, electronic equipment, etc.
- Prepare for daily runs by obtaining assignments, reviewing posted notices and communication of irregularities to the maintenance department.

- Maintain constant awareness of traffic and road conditions.
- Practice safe driving by complying with traffic regulations and conditions as well as by utilizing defensive driving techniques.
- Provide information in a courteous manner to passengers concerning routes, schedules and fares.
- Operate fare collection and other types of electronic equipment as prescribed by Authority procedures.
- Sell multi-ride tickets and transfers to passengers.
- Perform all duties regardless of weather, traffic conditions, and passenger load conditions.
- Perform related duties as required.

RESPONSIBILITIES:

- Safe and courteous operation of bus and other Authority vehicles.
- Operation of bus in a defensive manner to avoid accidents.
- Operation of bus in a manner that provides for the maximum possible safety to passengers.
- Operation of assigned routes without deviation unless approved by management.
- Assist elderly passengers and passengers with disabilities boarding and exiting vehicle.
- Comply with and participate in training requirements as established by the Authority.
- Participate in Authority training sessions at times outside of regular shift schedules.
- Must be able to wear a company-prescribed uniform during working hours.
- Must be able to maintain regular attendance in accordance with Authority standards.
- Communicate with Supervisory personnel regarding changes in medications that could affect job performance.
- Communicate with Supervisory personnel regarding any license revocation or off-duty traffic violations.
- Communicate with Supervisory personnel regarding accidents and moving violations immediately.
- Accurate accounting of operating fund.
- Assure that all passengers pay the proper fare as per Authority policy.
- Notify dispatcher of conditions which interfere with safe operation of vehicle.
- Notify dispatcher of detours and road closings which interfere with assigned route.
- Notify dispatcher of mechanical problems.
- Preparation and filing of vehicle defect report notifying maintenance department of vehicle mechanical problems.

SKILLS, KNOWLEDGE AND ABILITIES:

- Demonstrated ability to operate vehicle in a safe manner.
- Knowledge and practice of defensive driving techniques.
- Ability to make basic arithmetic computations.
- Ability to handle money and make change.
- Ability to communicate and get along with the general public and fellow employees regarding questions concerns, complaints, company protocol and other issues related to employment.
- Knowledge of company policy related to vehicle operation and customer service.
- Ability to follow directives and policy established by the company.

- Ability to operate two-way radio and other communication devices.
- The ability to follow a schedule.
- The ability to complete reports.
- Be able to perform duties without the use of mobile phones or other hand-held devices related to non-work related situations throughout shift.

FUNCTION AND PHYSICAL DEMANDS:

- 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.
- Must be able to walk 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, and smell. Must be able to reach above shoulder level.
- Requires 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, 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 pick up at least 50 lbs.
- Must be able to assist ambulatory and non-ambulatory passengers on and off the vehicle.
- Must be able push or pull a passenger seated in a non-motorized wheelchair (ADA defined) weighting up to 600 lbs. (including passengers) for a level distance of up to 40 feet and up and down 10% incline for up to 60 feet.
- Must be able to use coordinate movement 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.
- 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 to maintain composure in the time of emergency or passenger incidents.
- The bus is equipped with an automatic transmission and has power steering. The individual 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 pedal and applying pressure to the air brake system. The operator must operate the front passenger door by moving a lever with his the left hand and operate various switches with either hand. Limited walking is required in this job but occasionally the operator does have to get out of the bus. Operator must also be able to bend the torso and turn the head to right and left in order to see traffic and observe passengers by use of mirrors, etc.

QUALIFICATIONS:

- Requires a CDL medical examination/certification every two years or [more frequently](#) as

specified by physician.

- This is a safety sensitive function for the Authority subject to DOT drug testing requirements.
- Must be a least 25 years of age.
- The ability to read and understand mapping.
- Knowledge of the AMTRAN service area.
- Must have acceptable driving record.
- The ability to communicate with members of the public concerning Authority information. Must also be able to communicate with Authority co-workers as to route information and/or emergency situations.
- Must be able to effectively communicate in oral/written English.
- Must be able to follow oral/written instructions in English.

EDUCATION AND TRAINING:

- The minimum education requirements are a high school diploma or General Equivalency Diploma (GED) certificate. The Authority will provide training for vehicle operation and customer service that the individual must complete in a satisfactory manner.

SPECIAL REQUIREMENTS:

- Must maintain a current, valid Pennsylvania Class B Commercial Driver's License (CDL) with the passenger endorsement and with the air brake restriction lifted.
- Requires clean driving record and criminal clearances.
- Must pass a DOT physical examination.
- Must comply with all traffic laws related to vehicle operation.

WORKING CONDITIONS

- Individual operates bus in all types of weather. The interior of the bus is environmentally controlled, however duties may require operator to occasionally exit vehicle. Some danger involved in working in daily traffic.

This Job Description does not constitute an employment agreement between the Authority and any employee/job applicant. The Authority's management reserves the right to reassign duties or assign additional responsibilities as needed by the Authority within the collective bargaining agreement.

I have read and understand the job description and requirements contained therein.

Signature _____

Date _____

Adopted May 2012