

## JOB DESCRIPTION

Job Title: Bus Operator/Paratransit  
Department: Transportation  
Reports to: Manager of ADA Paratransit  
FLSA Status: Non-Exempt/Hourly (Contract)  
Safety Sensitive: Yes  
Grade:  
Salary Range: \$13.98 Top Rate (Per Labor Agreement)  
(Progression Pay after training - \$8.00 per hour during training)

Approved by: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
EEO Officer: \_\_\_\_\_  
Executive Director: \_\_\_\_\_

### **Summary**

Under close supervision, operates commercial public transit buses/coaches and customer service in the MAX service area. Positions in this job classification are considered safety sensitive and are subject to drug testing, including random drug screens, in accordance with USDOT/FTA/ALDOT Drug and Alcohol regulations.

### **Essential Duties & Responsibilities**

1. Memorizes routes, transfer points, and fare structures for all lines in assigned.
2. Performs a complete pre-trip/post-trip inspection of bus.
3. Performs safety checks of equipment.
4. Maintains regular and predictable attendance.
5. Ability to complete an assigned task in a safe manner and in a constant state of alertness.
6. Must read chemical labels and follow safe handling procedures.
7. Must understand and follow all safety rules.
8. Must be able to work in a cooperative manner with co-workers and supervisors.
9. Refers to and implements route maps, time schedules, and instructions for pull-outs, line service, pull-ins, and off route trips.
10. Provides schedule, route, and fare information to passengers seeking assistance.
11. Operates wheelchair lift and assist handicapped in boarding, riding and alighting in a safe manner.
12. Reports hazardous or dangerous conditions along bus route and at passenger loading zones, including such hazards as unusual traffic, road conditions, obstructions, construction, and potential criminal activity.
13. Write reports and completes forms, including, but not limited to accident, incident and motor coach discrepancy reports, run sheets, and passenger counts.
14. Adheres to safety rules, regulations, policies, and procedures to ensure the wellbeing of MAX customers, employees, and business partners.

15. Responsible for maintaining, supporting and promoting a safe work environment while complying with all MAX safety rules, polices, and procedures.
16. May be required to mentor new coach operators about bus routes and operating procedures.
17. Provides assistance in controlling accident or incident scenes.
18. Provides vacation and temporary relief, as required.
19. Comply with Federal ADA regulations to include calling out stops, securing mobility devices.
20. Attend employee meetings; including safety, training, retraining, etc., as required.
21. Inspects bus for lost articles.
22. Removes refuse and prepare bus for pull-out.
23. Contacts Dispatcher with all problems.
24. Maintain regular and predictable attendance.
25. Ability to complete an assigned task in a safe manner and in a constant state of alertness.
26. Must read chemical labels and follow safe handling procedures.
27. Must understand and follow all safety rules.
28. Must be able to work in a cooperative manner with co-workers and supervisors.
29. Performs other related duties similar in nature and level as assigned.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must pass pre-employment physical, including DOT medical card and DOT Drug Screen.
2. No more than one (1) moving violations within the last 12 months and no convictions of driving under the influence of any prohibited substance.
3. No convictions of driving while suspended or revoked.
4. Must have good attendance and work performance record as verified by reference check prior to offer of employment.
5. Must be able to work varying shift. Shifts assigned based on seniority.

### **Knowledge**

1. Ability to read a map.
2. Must be at least 21 years of age and have at least six-month fulltime public contact or customer service experience.
3. Knowledge of State and local traffic laws, ordinances, and regulations involved in the operation of vehicles; vehicle safety rules and regulation.
4. Knowledge of basic money and time concepts.
5. Ability to read, write and speak basic English.
6. Ability to safely operate MAX vehicles and equipment and efficiently.
7. Ability to communicate courteously and effectively.

### **Education/Experience**

High school or equivalent with at least two (2) years driving a commercial vehicle or five (5) years experience driving a non-commercial vehicle with restrictions.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Certificates, Licenses, Registration**

Must have a valid Commercial Drivers License (CDL) Class B and with a passenger and airbrake endorsement.

### **Physical Demands**

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use of hands and fingers, handle or feet reach with hands and arms; and talk or hear. Position requires ability to lift, push, pull, assist and secure wheelchair passengers and minimum 50 lbs.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Employee must be able to work in seasonal weather (cold and hot climates).

### **Americans with Disabilities Act**

If you are a qualified individual with a disability, you have a right to request that the BJCTA make reasonable accommodations in order to help you accomplish your work, which must still be performed in all its essential functions.