

JOB DESCRIPTION: BUS OPERATOR

DEPARTMENT: TRANSPORTATION

CLASSIFICATION: UNION – HOURLY / NON-EXEMPT

The Bus Operators are responsible for safely transporting passengers over specified routes according to established time schedules.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Operates buses along fixed routes according to time schedules in a safe manner; assists passengers with route and schedule information. Adheres to fixed route and schedule and deadhead routes unless otherwise instructed by a supervisor.

Follows Company procedures for collecting fares on board the buses; accurately counts and records passengers boarding the vehicle.

Complies with all Company, state and local traffic regulations; adheres to all company safety and accident reporting procedures.

Assist Passengers in accordance with ADA requirements.

Maintains professional appearance and behavior at all times; serves as the Company's primary contact with the public.

Responsible for knowledge and compliance with all Company operating procedures as outlined in the Employee Handbook of Company Policies and Procedures.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED), or one to three months related experience and/or training; or equivalent combination of education and experience. Ability to operate radio communication when necessary and ability to operate all vehicle types used in transporting passengers.