

# ALLEN COUNTY REGIONAL TRANSIT AUTHORITY

An Equal Opportunity Employer

## POSITION DESCRIPTION

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<b>Employee Name:</b>		<b>Position Title:</b>	Bus Operator
<b>Class Title:</b>	Bus Operator		

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<b>Dept./Div.:</b>	Operations/Transportation	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Transportation Manager	<b>FLSA Status:</b>	Nonexempt
<b>Normal Hours:</b>	Varies	<b>EEO Status:</b>	(7) Operatives

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**POSITION SUMMARY:** Under the direction of the Transportation Manager, responsible for driving 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.

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED), associate degree preferred; minimum of three (3) years' experience driving large vehicles or special training in the operation of diesel-powered transit bus or heavy-duty trucks is desirable or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid driver's license and maintain a driving record, must be bondable; a valid Class B CDL with airbrakes and passenger endorsements from ODOT; etc.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Motor vehicle, hand tools, power tools, buffers, booster, broom, sweeper, mop, maintenance equipment/tools, shovel, CPR and First Aide, and other standard business office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions; ascends and/or descends ladders, stairs, or scaffolds; has exposure to loud noises; is exposed to possible injury from hazardous waste; is exposed to possible injury to unclean or unsanitary conditions; is exposed to possible injury from moving mechanical parts of equipment or machines; is exposed to possible injury as a result of falling from high places.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary to light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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Developed by:

Date Adopted: 8/13/2024

Clemans, Nelson & Associates, Inc.

Date Revised:

Columbus, Ohio 43219

4866-1570-5529, v. 1

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 25% (1) 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.
- 25% (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.
- 20% (3) Perform pre-trip and post-trip inspections of ACRTA buses; conducts bus safety check during shifts to assure all safety equipment is in place and operational; responsible for maintaining a safe environment within the bus by enforcing rules or conduct and responding to emergencies.
- 15 % (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).
- 10% (5) Collects fares; prepares accident/incident reports at end of the shift and forwards to Transportation Manager.
  - (6) Maintains required licensures and certification, if any.
  - (7) Attends professional training, workshops, as necessary.
  - (8) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

#### OTHER DUTIES AND RESPONSIBILITIES:

- 5 % (9) Demonstrates regular and predictable attendance.
  - (10) Performs other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operations of the Allen County Regional Transit Authority.

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**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** safety practices and procedures; agency goals and objectives;\* agency policies and procedures;\* personnel rules and regulations; radio operations; city street system; cleaning practices and procedures; bus operation and inspection; geographic area; all Ohio traffic laws; bus safety rules and regulations.\*.

**Skill in:** English, grammar, and spelling; operating of buses; motor vehicle operation; operation of radio equipment, etc.

**Ability to:** step up and down bus steps to assist disabled passengers on and off the bus; manually deployment of wheelchair ramp; to lift up to 35 pounds; receive and maintain DOT medical certification; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; maintain confidentiality; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site; resolve complaints; to prepare records and reports.

**POSITIONS DIRECTLY SUPERVISED:**

None.

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(Signature of Appointing Authority)

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(Date)

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(Signature of Employee)

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(Date)

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