

**Job Title: Bus Operator**

**FLSA STATUS: Non-Exempt**

**SUPERVISION RECEIVED FROM: Operations Manager / Director of Operations**

**DEPARTMENT: Operations**

**WORK SCHEDULE: Varies**

**SUPERVISION EXERCISED OVER: N/A**

Location: 2250 Florida Blvd.

How to Apply:

Submit an internal application to the front desk or through the CATS website [www.brcats.com/careers](http://www.brcats.com/careers). Applicants for this position should submit:

- 1) A cover letter
- 2) Resume (include date(s) of employment and date(s) educational degree was obtained)
- 3) Names and contact information of three work-related references to:

Human Resources

HR Fax: 225.346.3249

HR Email: [catscareers@brcats.com](mailto:catscareers@brcats.com)

**MINIMUM QUALIFICATIONS:** Graduation from high school or the equivalent; must have good driving skills and record; must have good communication skills. Possession of, or the ability to obtain within 30 days of employment, Louisiana Commercial Driver's License with passenger endorsement

**SUMMARY:** Responsible for the safe and efficient operation of a public transit bus for the City of Baton Rouge and surrounding areas. Operate heavy duty coaches, equipped with mobility lifts on assigned schedules and routes. Incumbent's responsibilities further include checking bus operating systems to ensure operating safety and for maintaining a good rapport with the passengers served and other duties as assigned or apparent.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

The Custodian is a physically demanding position. The incumbent must spend the entire time at work standing, walking, lifting heavy objects, operating medium weight cleaning equipment such as sweeping and mopping floors, moving desk and furniture. The incumbent is required to do a great deal of stretching and bending, often in awkward positions. Operating floor polishers and/or waxers are particularly hard on back muscles.

The Custodian works on a daily basis with dangerous and toxic cleaning products that can be harmful to one's health if not properly utilized. In some cases, these products give off unpleasant odors and can cause injury, sickness and/or skin irritation and rashes. The Custodial also regularly has to clean up blood, saliva, and other bodily fluids that are unpleasant.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **ESSENTIAL DUTIES:**

Examines buses to insure its proper mechanical operation, including review of all safety features  
Drives bus over an assigned route

Reports any dangerous conditions that could jeopardize the safety of the passenger or other members of the public

Announces major stops and transfer points, assists in loading, securing, and unloading wheelchairs and passengers based on the requirements of the Americans with Disabilities Act (ADA) of 1990

Collects bus fares, issues transfers and answers passengers' questions in a professional and congenial manner

Issues reports involving problems encountered on the route, including reckless driver reports, equipment failure reports and changing road condition reports

Maintains contact with dispatch and reports current position and conditions effecting the operation of the route as required

Performs the physical and mental and work environment requirements for this position

Attendance during regularly scheduled work hours and outside regular hours as necessary

Effective and respectful communication and interaction with other employees, supervisors, individual from other organizations and citizen customers

Other duties as assigned or apparent

### **Work Schedule:**

The work schedule will depend on the needs of each employee and the department. Schedule will be made by the Operations Managers

### **Work Environment/Physical Demands:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions, this position may be exposed to all weather conditions, including extremes. There may also be daily exposure to fumes, energized equipment, potential hazards, illnesses, and irritants such as dust, dirt and fumes.

Activities that OCCUR CONTINUOUSLY, MORE THAN 7 HOURS, are: verbal communication, written communication, organizational skills, interpersonal skills, concentration, working with interruptions, and time management. Activities that OCCUR FREQUENTLY, 4 – 7 HOURS, are: analytical ability. Activities that OCCUR OCCASIONALLY, 1-3 HOURS, are: problem solving and creativity.

This position frequently lifts or moves up to 100 pounds and infrequently lifts or moves more than 175 or more pounds. The noise level may vary from quiet to extremely loud. This position requires long periods of sitting. Ability to enter and exit the bus or van safely via stairs/steps.

**CAPITAL AREA TRANSIT SYSTEM (CATS) IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. CATS DOES NOT DISCRIMINATE AGAINST ANY APPLICANT OR EMPLOYEE ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CONSIDERATION MADE UNLAWFUL BY APPLICABLE FEDERAL, STATE OR LOCAL LAWS.**