

<b>JOB TITLE:</b>  Bus Operator	<b>FLSA STATUS:</b>  Non-Exempt	<b>SUPERVISION RECEIVED FROM:</b> Operations Supervisors, Operations Managers
<b>DEPARTMENT:</b>  Operations	<b>WORK SCHEDULE:</b>  Varies depending upon schedule	<b>SUPERVISION EXERCISED OVER:</b> N/A
<b>MINIMUM QUALIFICATIONS:</b> High School Diploma or equivalent. Valid Louisiana Commercial Driver's License with ability to obtain P endorsement. Strong customer service skills. Exceptional dedication to dependability and punctuality. Strong work ethic .Ability to work independently and as part of a team. Proof of safe driving as provided by the State of Louisiana. <b>Preferred Qualifications:</b> Three years ' experience as a transit operator in any area.		
<b>SUMMARY:</b> The bus operator position is a safety-sensitive position that requires safe, timely and professional operations of assigned bus on assigned route(s). Provide an exceptional customer service experience to our passengers. May assist passengers with packages, bicycles, luggage, etc. Collection of fares. Maintaining orderly operations and passenger interactions.		
<b>REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:</b> <b>Customer Oriented</b> - Ability to take care of the customers' needs while following company procedures. <b>Diversity Oriented</b> - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type. <b>Reliability</b> - The trait of being dependable and trustworthy. <b>Responsible</b> - Ability to be held accountable or answerable for one's conduct. <b>Safety Awareness</b> - Ability to identify and correct conditions that affect employee and customer safety. <b>Communication, Oral</b> - Ability to verbally communicate effectively with others. <b>Patience</b> - Ability to act calmly under stress and strain, and of not being hasty or impetuous. <b>Honesty / Integrity</b> - Ability to be truthful and be seen as credible in the workplace.		

### **Essential Duties:**

- Must understand and speak English to communicate with passengers/customers.
- Must be able to read, interpret and follow run guide for assigned route; leaving route only as directed by Supervisors and Managers and must maintain required schedule
- Drive vehicles over specified routes or to specified destinations according to time schedules, complying with traffic regulations to ensure that passengers have a smooth and safe ride
- Report all incidents or accidents and complete/submit the required forms, documents and/or reports as required.
- Monitor passenger activities to maintain orderly conduct on the bus and submit appropriate reports regarding passenger emergencies, disruptions and any other non-typical events.
- Manage fare box transactions
- Inspect vehicles in accordance with our Pre-Trip inspection requirements.
- Maintain cleanliness of bus.
- Performs other duties associated with partner department and as directed by supervisor.

**Note:** The above job description is intended to represent only the key areas of responsibilities: specific position assignments will vary depending on the business needs of the agency and/or department.

Employee Signature:	Date:
Supervisor Signature:	Date:

  

HR Signature and Date:
Received Date: