

Job Title: Bus Operator

FLSA Status: NON-Exempt

Supervision Received From: Operations supervisors, operations managers

Department: Operations

Work Schedule: Varies depending upon schedule

Supervision Exercised over: n/a

Minimum Qualifications: High School diploma or equivalent, valid Louisiana Commercial Driver's License with ability to obtain and endorsement. Must have strong customer service skills, exceptional dedication to dependability, be punctual, have a strong work ethic and the ability to work independently and as part of a team. Proof of safe driving as provided by the State of Louisiana is required.

Preferred Qualifications: Three years experience as a traisti operator in any area

Summary: The bus operator position is a safety-sensitive position that requires safe, timely and professional operations of an assigned bus on assigned route(s). One must provide an exceptional customer service experience to our passengers. You may be asked to assist passengers with packages, bicycles, luggage etc. Collection of fares and maintaining orderly operations and passenger interactions will be a primary function of this position.

Required Knowledge, Skills, and Abilities:

Customer Oriented – the ability to take care of customers needs while following company procedures

Diversity Oriented – the ability to work effectively with people regardless of their age, gender, race, ethnicity, religion or job type

Reliability – the trait of being dependable and trustworthy

Responsible – the ability to be held accountable for ones conduct

Safety Awareness – the ability to identify and correct conditions that affect employee and customer safety

Communication (oral) – the ability to verbally communicate with others

Patience- the ability to act calmly under stress and strain

Honesty / Integrity – the 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

Perform 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

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