



Job Title	<i>Bus Operator</i>
Department	<i>Transportation</i>
Reports to	<i>Superintendent of Transportation</i>
Grade	<i>ATU Bus Operator Rate Schedule</i>

Job purpose

Transport our customers to and from their destination safely, securely and on time.

Duties and responsibilities

- Responsible for the safe operation of all company vehicles. This may include up to a 60-foot articulated bus
- Required to perform daily pre and post trip inspections of assigned vehicle and report any issues in writing to the maintenance department
- Assist passengers with boarding and exiting the vehicle when necessary
- Assist passengers with mobility aides such as wheelchairs, scooters, walkers etc and ensure the safety of those passengers through comprehensive securement processes
- Collect bus fares and answer all fare box related questions
- Resolve passenger disputes and call for assistance when needed
- Report all accidents/incidents to the transportation department in a timely manner via radio from the vehicle or through reporting when finished with their run
- Conduct all security checks at designated stops

Qualifications

- Must have 5 years driving experience with a Class D License and a clean driving record
- Must possess a NYS CDL Permit for a Class B with Passenger and Airbrakes Endorsements
- Required to have a very flexible schedule. Must be able to work nights, weekends, holidays, and split shifts as needed
- Ability to pass a NYS 19A physical, agility test and pre-employment drug test as well as random drug tests required by NYS 19A
- Must be willing to submit to a criminal background check



Working conditions

Bus Operators may be scheduled for 15 hours of work in a given day with a maximum of 12 of those hours behind the wheel. This position entails periods of time that are sedentary as well as those that require physical exertion such as bending, kneeling, pushing, and pulling. Drivers work in all weather conditions and must adjust accordingly.

Direct reports

List by job title any positions to be supervised by the incumbent.

Created By:	
Approved by:	
Date approved:	
Reviewed by HR:	

