



## Job Title: Bus Operators

### Reports to: Operations Supervisors, Operations Manager

Effective Date: 6/1/2017

Direct Reports: **None**

FLSA: **Non-Exempt**

### Description and Essential Functions

Responsible for the safe and efficient operation of a bus in the transport of passengers, exercising sound judgment in all instances including but not limited to emergencies. Performs skilled work of a routine nature in the operation of various types of buses. Receives assignments and instructions in specific written and/or oral form.

This job description excludes marginal functions that are incidental to performing the job. Other duties may be assigned:

- Operates various buses in a safe, efficient manner for fixed route service.
- Provides customer service that is helpful to the passenger enabling them to reach their final destination. Such customer service includes but is not limited, to answering questions, providing directions, issuing passenger transfers and providing information about GMT transit services.
- Arrives for shift on time, dressed in a complete uniform.
- Checks in with Dispatcher at beginning and end of each shift.
- Provides physical assistance to disabled passengers when necessary.
- Obeys all applicable traffic laws.
- Greets passengers, monitors fare collection, and helps customers understand fare structures.
- Complies with route schedules notifying the Dispatch office when traffic/weather conditions hinder schedule adherence.
- Communicates verbally in English, so as to be understood, both in person and by two-way radio.
- Has the ability to communicate verbally utilizing courtesy and diplomacy in dealing with the public.
- Uses radio to contact Dispatch office to report problems encountered in route such as bad road conditions, detours, passenger problems, and emergencies.
- Conducts circle check of bus before beginning run, for safety and cleanliness. Reports any discrepancies to the Dispatcher, a supervisor, or reports problem(s) on Pre-Trip Inspection form.
- Fills out reports such as the Pre-Trip Inspection form, passenger count surveys and Crash/Incident reports completely, legibly within established timeframes.

***This job description is not intended to be a complete statement of the position; it is intended merely to be a guide to the general work to be performed.***



## Qualifications

**Education and/or Experience/Age:** A high school diploma or GED is preferred. The minimum age for all employees in this position is 21. A CDL and clean driving record are required. Familiarity with transportation service area is beneficial.

**Essential Job Skills and Abilities:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Essential duties are performed with or without reasonable accommodations.*

- Possesses and maintains a valid Commercial Driver's License (class B) with a Passenger (P) endorsement by the first day of employment.
- Possesses a valid Department of Transportation physical examination certification.
- Must be able to safely and effectively drive every bus in GMT's fleet
- Must be able to safely reach all controls without assistance and be able to see in all directions while seated in driver's seat.
- Must have sufficient strength and dexterity to operate a variety of switches and levers.
- Must be able to sit for periods up to 6 hours with only a very short break. Have the ability, on a routine basis, to bend, stoop, twist, reach, climb less than 6 stairs, the employee is expected to bend, sit, climb and lift heavy objects up to 35 pounds on a regular basis.

## Work Conditions

*The work environment characteristics described here are representative of those an encounter while performing the essential functions of this job. Essential functions are performed with or without reasonable accommodations.*

Work involves being around moving machinery and exposure to dust, fumes, gases, noises, and extremes in temperature/humidity. Work is performed both indoors and outdoors. Work hours may involve early mornings, late nights, weekends and/or split shifts.

*GMT provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, GMT complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*GMT is committed to providing a workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. GMT believes that an inclusive and diverse workplace culture enhances the performance of our organization and our ability to fulfill the agency's mission.*