



JOB TITLE:	Part-Time Transit Operator (Fixed Route)	GRADE	6
DEPARTMENT:	Transit	FLSA STATUS:	Non-Exempt
REPORTS TO:	Transit Driver Supervisor		

GENERAL RESPONSIBILITIES:

Performs responsible semiskilled work in the safe and proper operation of transit vehicles. Direction is provided by the Transit Driver Supervisor and occasionally the general direction of other management and office personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Makes thorough and appropriate pre-trip inspections, reporting any noted defects as required.
2. Picks up, transports and discharges passengers according to established procedures.
3. Assists passengers boarding or disembarking transit vehicle when requested.
4. Maintains order and discipline among transit passengers.
5. Assures the proper collection of fares or other payment media.
6. Adheres to prescribed routes and schedules to the extent possible.
7. Maintains high-quality passenger relations at all times.
8. Attains a working knowledge of bus schedules and bus routes and carries timetables to assist with passenger inquiries.
9. Produces any required reports in an accurate and timely manner.
10. Supplements paratransit and van/shuttle driver positions.
11. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the principles and practices of operating a passenger vehicle; thorough knowledge of the traffic laws and regulations governing passenger vehicle operation; general knowledge of the skill and care required in the operation of the equipment; ability to understand and follow oral and written directions; ability to make minor repairs and adjustment to equipment; dependability; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in the operation of motorized equipment.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires reaching, pushing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain (within 120 days) and maintain a valid CDL Class B driver's license with airbrake and passenger endorsements; (CDL and DOT physical required).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks

Revised: 01/2018, 02/2019, 7/2019