



## **JOB DESCRIPTION**

JOB TITLE:	Bus Operator
FLSA STATUS:	Non-Exempt
REPORTS TO:	Road Supervisor
SALARY RANGE:	Per Collective Bargaining Agreement
RATE OF PAY:	Fully Licensed & Credentialed Rate \$18.00
	Not Fully Licensed & Credentialed Training Rate \$16.00
	Not Fully Licensed & Credentialed In-Service Rate \$18.00

### **ESSENTIAL FUNCTIONS:**

Bus Operators operate commercial public transit vehicles in the South Lake Tahoe, Carson City and Carson Valley areas. Duties include performing vehicle pre/post-trip inspections, record keeping, and providing safe and courteous service at all times. This position is considered safety sensitive and is subject to drug testing, including pre-employment testing, reasonable suspicion, and random drug screens, in accordance with Federal Transit Administration (FTA) Drug and Alcohol regulations.

### **POSITION SPECIFIC RESPONSIBILITIES:**

- Performs pre-trip and post-trip inspections of assigned vehicle; sets correct destination and route signs
- Performs safety checks of equipment
- Operates farebox and other electronic systems
- Operates various types of vehicles, as assigned, safely, in all types of weather and traffic conditions, according to printed passenger schedules and operators' bids
- Maintains regular and predictable attendance, arrives and signs in on time; works hours as scheduled; wears clean, neat uniforms
- Picks up and discharges passengers at designated bus stops safely; regulates heating and ventilating equipment on the bus for the comfort of passengers
- Follows fare collection procedures. Reports all incidents or unusual occurrences to dispatch office immediately
- Submits written reports and completed forms, including but not limited to collision, incident and vehicle discrepancy reports, unusual occurrences, run sheets, and passenger counts
- Adheres to safety rules, regulations, policies, and procedures to ensure the well-being of Tahoe Transportation District's customers, employees, and partners
- Responsible for maintaining, supporting and promoting a safe work environment while complying with all safety rules, policies, and procedures
- Adheres to all regulations related to the Americans with Disabilities Act (ADA); correctly operates wheelchair lift with proper safety restraints

- Compiles with Federal ADA regulations to include calling out stops and securing mobility devices
- Provides transit information to passengers as needed
- Other duties as required

#### KNOWLEDGE/SKILLS:

- High school diploma or equivalent, such as GED, preferred
- Must be 21 years of age
- Must currently hold a “Class A” or “Class B” Commercial Driver’s License with Air Brake and Passenger Endorsements within the first 60 days of employment
- Must submit an original Department of Motor Vehicle Driver Record issued within the past ten (10) days prior to, or at the interview for employment
- Must pass a pre-employment drug test
- Must pass a pre-employment background check
- Previous bus or other heavy duty vehicle driving experience required
- Spanish bilingual skills are highly desirable

#### ABILITIES:

- Good motor skills, good hearing, accurate color perception
- Ability to apply proper driving procedures
- Ability to learn transit routes and schedules and adapt to changes
- Ability to read, understand, and interpret transit system operating rules, regulations, policies, and routes
- Ability to assist passengers with disabilities when needed
- Basic math and writing skills
- Clear speech
- Travel requirement (as a percent): 100% of time is spent in the field

#### WORKING CONDITIONS/PHYSICAL EFFORT:

- Must be able to work shifts or flexible work schedules as needed
- Primarily seated in vehicle; stress caused by passengers and traffic
- Must be able to work in all types of weather
- Ability to sit without discomfort for prolonged period of time on a variety of operator’s seats in different models of buses, and fit behind the steering wheel with clearance between abdomen and wheel
- Turn head up to 180 degrees in either direction on a regular and frequent basis
- Walk to, enter, and exit the vehicle
- Ability to bend, crouch, and/or kneel while maintaining balance

#### EMPLOYMENT STANDARDS:

- Good driving record with no Driving While Intoxicated (DWI), Driving Under the Influence (DUI) or similar charges; reckless driving, railroad crossing violations, failures to appear (FTA) or leaving the scene of an accident offenses. (Consideration may be given after ten (10) years)
- No more than a total of two (2) moving violations or accidents within the last three (3) years.
- No suspended or revoked licenses within the past 10 years for moving violations or violations of criminal laws.

- Any combination of violations, unfavorable road observations or accidents that indicates a pattern of unsafe vehicle operation behavior, whether on or off the job.
- Minimum of five years driving experience.
- Ability to perform simple math, write basic reports and understand motor vehicle regulations.
- Reasonable knowledge of the service area and ability to read basic maps

**BENEFITS:**

Represented staff benefits will be consistent with the collective bargaining agreement with the Teamsters Local 533.

**APPLICATION PROCEDURE:**

Any qualified person interested in this position should submit their application to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to [daspero@tahoetransportation.org](mailto:daspero@tahoetransportation.org).