



## Position Description

**Title:** Fixed Route Bus Operator  
**Department:** Operations  
**Supervisor:** Operations Manager  
**Status:** Full Time & Part Time; Non-Exempt; Hourly; Union

### Summary:

Employees operate a 35 foot diesel or compressed natural gas fueled passenger bus over prescribed routes within the South Bend/Mishawaka metropolitan area. Bus Operators are responsible for the safety of their passengers and the vehicle operated as well as for completing the assigned route according to the prescribed schedule. Duties involve collection and accountability for passenger fares according to established rate schedule. Work requires the use of defensive driving skills and the courteous application of standard operating procedures, rules and regulations of the South Bend Public Transportation Corporation. Supervision is received from Operations Supervisors who observe and evaluate driving practices, and who investigate traffic accidents, public complaints and related matters pertaining to passenger service and operator efficiency.

### Essential Duties & Responsibilities:

The following is intended to describe the general content of and requirements for the successful performance of this position. This job description is not all-inclusive and additional duties, responsibilities and requirements may be assigned.

- Picks up assigned route materials from the dispatcher.
- Starts vehicle, checks and adjusts equipment for proper operating condition; inspects body of coach for unreported damage; checks the operation of the wheelchair lift; performs pre-trip inspection.
- Proceeds to starting point of assigned route, checks time schedule and begins to board passengers at designated transfer station bus zones. Issues transfer upon request, checks meter, and monthly transit passes.
- Answers passenger questions concerning connecting routes, passenger discharge zones, schedules, fares, and provides general information as requested.
- Complies with local traffic regulations. Reports delays or accidents.
- Records required information digitally via electronic farebox entries; makes reports of any unusual incident; reports to supervisor and dispatch via radio.
- Submits written reports on traffic accidents, passenger injury, vehicle or equipment malfunction, and service complaints.

**Qualifications:** Individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to employ defensive driving skills in the safe operation of a passenger bus.
- Ability to follow prescribed instructions and to work without constant supervision.
- Ability to assist passengers in a courteous manner,
- Ability to detect malfunctions in a vehicle and submit reports.
- Skill in the operation of passenger buses.
- Knowledge of the operating characteristics and service checks for diesel & compressed natural gas powered passenger buses.
- Knowledge of defensive driving techniques and the safety precautions applicable to passenger transportation.
- Knowledge of the prescribed rules and regulations of the South Bend Public Transportation Corporation.
- Knowledge of the primary and secondary road networks of the South Bend/Mishawaka metropolitan area.

**Reasoning Ability:** This position requires the ability to identify and define problems, collect data, establish facts and draw valid conclusions.

**Education and/or Experience:** This position requires a high school diploma or general education degree (GED)

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with customers and employees of organization.

**Certifications, Licenses, Registrations:** Class B CDL with airbrake and passenger endorsements and a clean driving record.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel,

or crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and fumes. The noise level in the work environment is usually moderate.

**Special Requirements:** Must be able to work varying shifts, hours and days, including early mornings, late evenings, weekends and holidays. Must comply with the standards of the Federal Transit Administration. Must pass physical as required by the Department of Transportation to include a drug and alcohol screen prior to appointment of position.

**Supervisory Responsibilities:** None

I have read and understand the requirements of this position and am able to carry out the essential functions of the position with or without a reasonable accommodation.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date