



**Non-CDL Bus Operator (NOVA Region)
Non-Exempt Position – Part-Time
Job Description as of 7.2018**

General Task Description:

Under the guidance of the Transit Manager, the Bus Operator will operate a public transit vehicle in a safe and efficient manner. Bus Operators will operate a public transit vehicle over designated fixed routes or as otherwise directed, dispatched or scheduled. Bus operators pick up and drop off passengers at bus stops, hub locations, all according to time schedules. Bus Operators are responsible for the safety of passengers in compliance with applicable policies, rules and motor vehicle regulations. Must have a commitment to Virginia Regional Transit's vision, mission and goals.

Essential Functions:

- #1 priority is to provide best service possible to the passenger
- Will promote positive passenger relations to all passengers, including those passengers requiring special needs
- Ensure vehicle safety by thoroughly conducting pre-trip inspections for vehicle readiness
- Operate a transit vehicle in a safe and efficient manner in compliance with all Federal, State and local rules and regulations
- Adhere to designated route(s) on designated schedule(s) according to operational requirements
- Safely pick-up and discharge passengers; collecting fares, verifies passes, coordinate transfers and accurately count passengers
- Submit daily trip reports with a record of trips, significant schedule delays, and mechanical problems
- Answer passenger questions about schedules, routes, and transfer points
- May be required to safely operate a wheelchair lift and passenger restraint devices for disabled passengers
- Required to complete pre-trip, post-accident and incident reporting forms
- Must maintain a clean vehicle and/or report unclean and/or unsafe vehicle related items
- Must maintain a neat appearance, report to work in uniform with closed toe shoes
- Must have the ability to communicate through a two-way radio communication system
- Will report any unusual route or service issues in a timely manner

Knowledge, Skills and Abilities:

Must have valid driver's license within the standards as required by Virginia Regional Transit. Bus drivers must be alert to prevent accidents. The person will be required to work independently in order to perform their essential job functions. Ability to understand both written and oral instructions. Drivers must have strong customer service skills. All drivers must be able to read and speak and understand the English language. Ability to demonstrate excellent safe driving skills and ability to learn a variety of routes.

Physical Requirements:

While performing the duties of the job, the employee is required to sit for extended periods of time. As a normal function of the job, the employees periodically kneel, push, grasp, pull, bend, walk for short distances, and climb entrance steps. The employee occasionally works in extreme outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The employee must occasionally lift and/or move up to 50 pounds. The noise level in the work environment is moderately loud when performing standard driving duties.

Education:

High School education or GED preferred.

Personality:

Bus Operators must present a positive image and appearance. Must communicate with passengers and co-workers in a pleasant courteous fashion at all times. Must enjoy working with the public. Drivers need an even temperament and emotional stability because driving in heavy, fast-moving, or stop-and-go traffic and dealing with passengers can be stressful.

Other requirements:

Transit Holding requires drivers to be at least 21 years old and to pass a physical examination once every 2 years. Drivers may not use any controlled substances, unless prescribed and permitted to drive by a licensed physician. Persons with epilepsy or with diabetes controlled by insulin are not permitted to be bus drivers. Drivers will be tested for alcohol and drug use as a condition of employment and submit to periodic random tests. Drivers must also pass a criminal background investigation as a condition of employment.

ESSENTIAL PHYSICAL AND FUNCTIONAL REQUIREMENTS

Weights:

1. Wheelchairs (electric, empty): up to 300 lbs., push pull, *Occasional*
2. Manual lifting of ramp: 50 lbs. Of force required with two hands when lifting the ramp, waist to shoulder, *minimal*
3. Manual lowering of ramp: 50 lbs. Of force required with two hands when lowering the ramp, 79" to waist, *minimal*
4. Manual operation of a wheel chair lift, *Minimal*

Standing - This movement is used when moving wheelchairs and operating the lift. *Occasional*

Walking - This movement is used to walk outside the door to assist a passenger on the lift. Distance approximately 25 feet and includes walking outside the bus and being exposed to a variety of climate changes. *Occasional*

Sitting - This movement is used when driving the bus. *Continuous*

Forward Bending (full and partial) – This movement is used when performing pre-trip inspections, assisting with the maneuvering of wheelchairs and securing the wheelchair on the bus. *Occasional*

*Operator may have to partially forward bend to 36" to raise ramp.

Working Overhead – This movement is used when adjusting the mirrors or emergency escape hatches, requiring the use of bilateral upper extremities. A unilateral overhead reach is also performed when operating the overhead control panel.

Minimal

*Also used bilateral to manually lift and lower ramp.

Squatting – The person can choose to either to squat, kneel or forward bend for the pre-trip inspections and also when helping wheelchair passengers onboard / departure and securing wheelchairs on the bus. *Occasional*

Kneeling – The person may choose to kneel, squat or forward bend when performing pre-trip inspections, helping wheelchair passengers to board / depart and securing wheelchairs. *Occasional*

Climbing – The operator climbs steps into the bus. Handrail is available. *Occasional*

Work at Shoulder Height – This movement is used when driving the bus and operating passenger door handle device, requiring bilateral horizontal abduction. *Continuous*

Cervical Motion – Movement in all planes within 0° - 45° is used when driving looking in the mirrors and throughout the compartment area. *Continuous*

Push/Pull – This movement is used when pushing wheelchairs, on a variety of surfaces. *Occasional*

Simple Grasp (bilateral) – This movement is used when gripping the steering wheel. *Continuous*

Firm Grasp (bilateral) – This movement is used when pushing wheelchairs and also strapping in the wheelchair-bound passenger. Also used to raise and lower ramp manually. *Occasional*

Fine Manipulation – This movement is used when performing paperwork at the end of the day. *Occasional*

Carry – This movement is used when carrying the money pouch, fare-box and paperwork. *Minimal*

Job Classification – HEAVY

Classification:

<i>Minimal</i>	<i>0-1 Hours</i>
<i>Occasional</i>	<i>1-2 Hours</i>
<i>Continuous</i>	<i>2-8 Hours</i>

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