



## JOB DESCRIPTION

**POSITION:** BUS OPERATOR  
**DIVISION:** TRANSPORTATION  
**REPORTS TO:** TRANSIT ROAD SUPERVISOR  
(NON-EXEMPT)

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**SUMMARY:** The primary duties of the Bus Operator are to transport passengers on a pre-determined route in a safe, timely and courteous manner.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Provides information to passengers concerning other routes, as well as the assigned route, bus schedules and transfers
- Track and monitor farebox readings, dollar amounts and special counts as required
- Monitor farebox to ascertain correct fare has been deposited, dispense and collects transfers
- Maintains a daily work sheet
- Completes accidents/incident reports when necessary
- Assist elderly and disable passenger in boarding and/or disbarment bus
- Notes detours on routes made necessary by road closing and reports same to dispatcher
- Perform post/pre-trip inspections Files a defect card daily, noting mechanical and body damage of vehicle
- Notifies dispatcher of bus breakdowns
- Reports to dispatcher via radio, in the event of an accident, passenger's emergencies, such as required the assistance of police, medical or other services
- In the event of road closing or upon the directive of management driver deviates from the assigned route

**MINIMUM JOB REQUIREMENTS:**

- A high school diploma or equivalent (GED)
- A current and valid Indiana Commercial Driver's License (CDL) Class A or B
- Must have clean driving record with no severe violations within the past five (5) years
- Ability to operate a vehicle in a safe manner and practice defensive driving skills/techniques
- Ability to read and make basic arithmetic computations
- Ability to display a professional and courteous attitude towards the general public and fellow employees
- Ability to follow directions and policies established by the Company