



INTERNAL JOB POSTING

Job Title	Bus Operator (non-exempt)
FLSA	Full-time, union
Reports to	Director of Transportation
Post Opening	November 1, 2024
Closing Date	December 31, 2024

Job Purpose

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

Duties and Responsibilities

- 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

Qualifications

- A high school diploma or equivalent (GED)
- A current and valid Indiana Commercial Driver's License (CDL) Class A or B with passenger and air brakes endorsement (will train)
- 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

Working conditions

Outdoors/Driving. Conditions may include working in adverse weather conditions (snow, rain etc.)

Physical requirements

The physical demands of this position are representatives of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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