

Sangamon Mass Transit District

Job Title: SMTD Bus Operator
Department: Service Planning and Operations
Reports to: Superintendant of Transportation
Job Status: Non-Exempt
Safety Sensitive: Yes

Job Summary:

This position is responsible for operation of vehicles in the District's fixed-route fleet and providing safe and reliable transportation for all passengers. Operators perform a prescribed, pre-trip inspection of the vehicle to ensure all equipment on the list is operating properly and that no safety issues are apparent. They deal with all passengers in a courteous manner. They follow safety instructions and use good judgment in all aspects of operations.

Essential Duties & Responsibilities:

- The ability to safely operate any vehicle in the fixed-route fleet, regardless of the size or model and to operate all equipment on those vehicles
- Collect fares by observing passengers using the farebox or by punching the passengers punch card
- Operate vehicle safely at all times, obeying all traffic rules and regulations
- Fill out Vehicle Defect Cards (VDCs) completely and correctly
- Communicate the minimum number of intersections identified for each route, using the public address system, in order to comply with the Americans with Disabilities Act
- Operate the two-way radio to stay in touch with Dispatch, as needed
- Complete Incident Reports, as needed, completely, accurately and in a timely fashion
- Complete passenger counts as directed
- Keep the interior of the vehicle clean at all times, including checking the vehicle at the end of each shift for trash and for items left behind by passengers
- Secure and turn in any items for the lost and found property locker
- Administer transfer slips as required
- Maneuver non-electric wheelchairs, as needed, on to lift; be able to manually crank lift on rare occasions involving lift malfunctions, raise and lower the wheelchair ramp with a strap
- Secure wheelchairs and wheelchair passengers; ratchet restraint straps in to place

Essential Knowledge, Skills and Abilities:

- Ability to safely transport passengers while interacting courteously with the public in normal and conflict situations and the ability to work under stressful conditions/circumstances
- Strong interpersonal skills
- Adhere to procedures, local traffic laws and federal and state requirements that affect transit operations
- Extensive knowledge of or strong ability to learn the District's fixed-routes
- Ability to maintain regular attendance and punctuality in order to ensure the District's ability to operate all routes as scheduled

Sangamon Mass Transit District

- Ability to understand, follow, and communicate oral and written instructions
- Ability to prepare basic work records, logs and incident reports
- Observe and follow the practices, techniques, and codes used in mobile radio communications
- Knowledge of the occupational hazards and safety precautions necessary in transit operations
- Ability to pass and maintain pre-employment physical, DOT medical card and drug screening

Physical and Sensory Ability Requirements:

While performing the duties of this job, the employee must sit for extended periods of time, talk and hear, and use hands to finger, handle, or touch objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and the ability to adjust focus. This position requires lifting (minimum 35 lbs), and the ability repeatedly and safely squat, kneel, bend and twist, to be able to properly strap down wheelchairs, to operate equipment and to maneuver non-electric wheelchairs, as well as to be able to ratchet straps. Must obtain and maintain a valid medical card and be able to routinely and safely handle the rigors of the physical aspect of the job.

Work Environment:

Work requires performing duties in a vehicle, but also outside, primarily making observations from the vehicle, under all weather conditions. The noise level is usually moderate. The employee is also in the vehicle storage yard and may be subjected to vehicle exhaust fumes and noise.

Minimum Education and/or Experience:

High school diploma or equivalent

CDL is not required to be hired; must be able to obtain a training permit before training can begin

Must be at least 25 years of age

Must have a clean driving record

Certificates, Licenses, Registration:

Valid Illinois commercial drivers' license with proper endorsements and all other that are applicable.