



PROFESSIONAL TRANSIT MANAGEMENT JOB DESCRIPTION

Job Title: Fixed Line Operator
Department: Operations
Reports To: Operations Manager - Boise
Subject to Collective Bargaining Agreement

FLSA Status: Non-Exempt
Prepared Date: 11/01/2017

Summary

Safely operate heavy duty coaches, including mobility buses, on assigned route according to schedule in a safe and courteous manner. Work is performed under the continuing supervision of the Operations Manager - Boise and is monitored and reviewed through observation and through passenger response.

Essential Duties

Safely drive a bus over an assigned route and on schedule.

- Verify boarding passes, collect cash fares and keep records of amounts collected and distances traveled.
- Follow assigned route and adhere to time schedule except as required for the safety of passengers, driver and vehicle.
- Observe all safety, security and traffic regulations.
- Accurately complete all required reports.
- Perform routine vehicle inspection (pre-trip inspection - checking fuel, brakes, lights, windshield wipers, engine water level, and tire pressures, adjusting if necessary within allotted time. Report any items that cannot be corrected to maintenance.
- Keep the interior of the bus reasonably clean during route operation for the comfort and safety of passengers and driver.
- Prepare detailed written reports when needed.
- Use a public address system to provide information to passengers.
- Provide passengers with accurate information regarding fares and services in a courteous, friendly manner.
- Maintain complete and legible operations logs and submit them in a timely manner.
- Assist passengers in boarding and deboarding as needed.
- Regulate heating, lighting, and ventilating systems for passenger comfort and safety.
- Report delays, accidents and other schedule interruptions via two-way radio to dispatch.
- Maintain appropriate passenger management and report incidents to supervisor.
- Properly operate all communications equipment assigned and limit use to business related activities.
- Participate in the development of local operational plans, policies and procedures.
- Perform work safely in accordance with departmental safety procedures. Operate equipment safely and report any unsafe work condition or practice to supervisor.
- Read and obtain a thorough knowledge and understanding of the Employee Handbook, Discipline Code, the Collective Bargaining Agreement and all other written policies and procedures and abide by them in the performance of all duties.
- Treat all passengers and all ValleyRide employees in a respectful, professional manner.

Non Essential Duties

- Perform other related functions as assigned or apparent.

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Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. CPR Certificate is desirable. First Aid Certificate is desirable. Ability to operate a large passenger bus effectively and safely; Keep simple records and make reports; Deal courteously with passengers and the general public.

Other Qualifications

Ability to comply with all safety principles and regulations applicable to bus operations, including the Idaho Vehicle Code, as well as County traffic regulations. Having a general knowledge of the Regional Transit Area; the ability to read and interpret street maps, and the knowledge to maintain the proper operation and maintenance of buses.

Certificates, Licenses, Registrations

Possess a valid Class B CDL with airbrake and passenger endorsements. Satisfactorily pass an annual physical examination showing capability to perform essential duties. Satisfactorily pass a drug test as requested. This position is subject to the successful completion of a Criminal background check.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.
- **Attendance/Punctuality** - Is consistently at work and on time;
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Computer Skills

To perform this job successfully, an individual should have basic data entry skills.

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.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Teamwork Skills

Possess good teamwork skills and the ability to effectively communicate with all employees. Ability to work and get along well with others.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit in a driving position and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is

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required to stand, walk, push, pull, stoop, kneel, crouch, twist, or crawl and taste or smell. The employee must lift and/or move up to 50 pounds. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

This position description in no way states or implies that these are the only duties/functions to be performed by the incumbent. Employees will be required to follow any other job-related instructions and to perform any other job-related duties/functions requested by their supervisor.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVALS:

_____	_____
Manager of Operations - Boise	Date
_____	_____
Human Resources	Date

I hereby certify that I have read and understand my job description. In addition, I accept the responsibilities of this position and acknowledge that I have received a copy of my job description.

_____	_____
Employee's Signature	Date

Print - Employee's Last Name, First Name	

**Transit Management of Ada County is an Equal Opportunity/Affirmative Action Employer.
We actively promote a Drug-Free Workplace.**