



## Bus Operator

Class Code	FLSA Status	EEO Category	Rep'd Status	Salary Grade	Effective Date	Resolution	Pages
990	Non-Exempt	9 – Service Transp'tn	ATU	Transportation - 5A & 5B	Oct. 84/ Feb. 93	NA	1 of 2

**DEFINITION:** Under general supervision, operates District buses; transports passengers in a safe, timely and courteous manner; and communicates with and assists passengers, as required.

**REPORTS TO:** Transportation Supervisors, and/or an Assistant Transportation Superintendent, or designee.

**REPRESENTATIVE FUNCTIONS** may include, but are not limited to the following:

- Drives all models of buses assigned by the District for the purpose of transporting passengers safely and courteously; and transports buses between Divisions, and to other locations as required.
- Operates passenger lift and kneeler to provide access to and from bus.
- Operates computerized fare box, electronic head sign, doors, tailgate, windows, sun roof (emergency escape), rear lift (vans only), mirrors, seats, emergency brake system, rear start, and two-way radio.
- Communicates with passengers and peers, including persons with mental and physical disabilities.
- Communicates with Central Dispatch for the purpose of providing information on fares, transfers, ticket refunds, routes, and other AC Transit policies and rules concerning conduct, service, and policy changes.
- Informs Central Dispatch of passenger lift pick-up and drop-off locations, and when hydraulic passenger lift fails to operate properly.
- Assists individuals with physical and/or mental limitations, for the purpose of providing access to public transportation, ensuring passenger safety, and providing route and schedule information.
- Provides written and verbal reports to document incidents, including accident reports, defect reports, memos regarding changes in routes, and exchanges with passengers for the purpose of identifying equipment failures and providing or corroborating information to other Drivers and/or Supervisors.
- Monitors fare box, transfers, and passes to ensure accurate fare amounts for seniors, adults, youth, and persons with disabilities; as well as local, BART, and trans-bay passengers.
- Inspects buses to ensure safe access when boarding and alighting, and as required by law; and reports malfunctions and other needed repairs.
- Observes and responds to emergency situations involving passengers, the public, or buses for the purpose of maintaining public/passenger safety, and proper bus operation.
- Performs related duties as required.



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### **MINIMUM QUALIFICATIONS:**

**Knowledge Of and Skill To:** Operate a bus safely and effectively; handle emergencies and difficult passengers; identify different amounts and denominations of money; instruct the public and passengers on fare and route information in English; perform basic bus passenger counts; record data; and communicate to the general public including students, the elderly, and persons with disabilities.

**Ability To:** Communicate and interact with the public to provide and receive information; work alone and unsupervised; work irregular and/or extended hours; safely and effectively drive buses while dealing with the public and supervisors; effectively handle driving priorities, turns, emergencies, coach stops, and know what to look for while effectively assisting the general public; perform repetitive or continuous tasks such as driving the same route; perform effectively under pressure while maintaining a courteous demeanor, including dealing with teenagers and other school age children; consistently maintain a route and schedule and meet time points; arrive on time to work assignments; generate and maintain reports consistent with District standards; and establish and maintain effective working relationships with those contacted in the course of work, using principles of good customer service.

**Physical Requirements For Driving (by federal regulation):** (1) Have vision at or correctable to 20/40 (Snellen), a field of vision of at least 70 degrees in the horizontal meridian in both eyes, and recognize the colors red, green, and amber (2) possess hearing in at least one ear allowing the perception of a whispered voice at five (5) feet; (3) not currently have a diagnosis of diabetes mellitus requiring insulin for control, epilepsy or similar, myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure; and (4) have no loss of a foot, leg, hand, or arm, and be able to bend and control all of said limbs in order to grasp or push and otherwise operate all driving controls in an skillful manner without prostheses. **For Driving by District Regulations:** (1) Ability to sit without discomfort for prolonged periods of time on a variety of driver's seats in different models of buses, and fit behind the steering wheel with clearance between abdomen and wheel; (2) turn head up to 180 degrees in either direction on a regular and frequent basis; (3) walk to enter and exit the vehicle.

**For Wheel Chair Tie-Downs;** Ability to bend, crouch, and/or kneel and balance while simultaneously manipulating and fastening tie-down straps.

**Licensing and Special Requirements:** (1) Must obtain and maintain a valid Class B California Driver License and meet the District's driving standards; obtain and maintain all other endorsements/clearances required by DMV; and receive medical clearance every two (2) years or as indicated by a medical doctor or the DMV. (2) Must satisfactorily complete the District's New Operator Training Program.

**This Classification Specification also applies to Peak Hour Operator (Job Code 980)**