



Midland Odessa Urban Transit District

JOB DESCRIPTION

Job Title: Bus Operator
Department: Operations
Reports To: Street Supervisor / Director of Operations
Prepared Date: 04/01/2013
Position: Full Time
Approved By: General Manager
FLSA Status: Non Exempt
Payroll: Hourly 13.00 and 13.50 after training

SUMMARY

Primary duties are to operate MOUTD EZ-Rider Transit vehicles over an established route or an established schedule and deliver transportation services for the general public in a safe and timely manner with quality customer service within the Midland Odessa Metropolitan area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Complete training and development classes as provided by the direct supervisor
- Knowledge of city of Odessa and Midland urban street network leading to ability to drive any and all routes in Midland and Odessa.
- Safely operate revenue service vehicle (fixed-route/para-transit) irrespective of weather, traffic and road conditions and be consistent with timing and schedules provided by scheduler/dispatch, printed route maps, or directed by the Director of Operations.
- Comply with federal mandates and local policies as they relate to assisting boarding and departing passengers with disabilities in a safe, courteous, and conscientious manner.
- Comply with CFR Title 49 (Subtitle A, Section 37.167), which states that operators will, "....announce at least transfer points with other fixed routes, other major intersections and destination points, and intervals along a route sufficient to permit individuals with visual impairments or other disabilities to be oriented to their locations.
- Perform and report findings on pre-trip/post-trip inspection of assigned vehicles as requested by Director of Operations and or the General Manager.
- Follow fare collection policies for fixed-route and para transit service; operate electronic fare box system, and report issues or concerns to direct supervisor.
- Complete reports as requested by Director of Operations and or the General Manager for passenger trips, revenue, and revenue hour and mile collection
- Consistent attendance is a requirement for this position.
- Interact with general public, and all MOUTD EZ-Rider passengers in a professional and courteous manner at all times.
- Some outside working hours may be required for special events or Safety Training.
- The Director of Operations assigns all work schedules and approves all leave or schedule assignment changes in advance. Shifts and schedules may vary EZ-Rider during regular operating hours.
- Operators are responsible for being available for all MOUTD EZ-Rider scheduled operating hours which is M-F 6:15 AM to 6:15 PM and Saturday 8:15 AM to 4:15 PM.
- MOUTD EZ-Rider reserves the right to change shift and schedules as needed to accommodate customer need.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- After training, must possess and maintain a Class B Texas Commercial Driver's License with appropriate endorsements.
- Must possess a high school diploma or a GED or equivalent.

- Must undergo and pass a DOT physical examination and must have a negative drug screen.
- While employed as an operator, the employee must submit to and pass random drug and alcohol testing,
- May not have any DWIs (unless approved by senior management).
- Must be able to communicate effectively with passengers.

EDUCATION and/or EXPERIENCE

Adequate: High school diploma or general education degree (GED); or three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Adequate: Ability to read and interpret documents such as safety correspondence, maps, operating and maintenance instruction, and procedural manuals. Ability to read, write and understand routine incident/accident reports and correspondence. Ability to speak effectively before groups, customers and employees.

MATHEMATICAL SKILLS

Minimal: Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.

COMPUTER SKILLS

Minimal: Ability to navigate point and click software and operate basic computerized equipment after instruction.

REASONING ABILITY

Adequate: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and problem solve.

CERTIFICATES, LICENSE, REGISTRATIONS

Must maintain a Class (B) Commercial Driver's License with appropriate endorsements.

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

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move between 50 to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employees must be able to sit and drive and be attentive for (10) or more hours a day.
- The employee is also required to pass all job specific physical assessment tests to be performed at a certified facility. These are some examples of the physical assessment tasks:
 1. The employee will simulate bolting down a wheelchair to the interior of the bus by being able to squat to floor for 60 seconds and rise safely, unassisted.
 2. The employee will simulate pushing a 225pd. customer/passenger up a 13 degree incline for a distance of 12 feet maximum. The employee must be able to sustain a static horizontal push force of 75pds. Or more at a level of 36" of the ground.
 3. The employee will simulate manually pulling a hydraulic ramp that sits at a level of 13.5" off ground and is 57" long. The task will begin at a level of 35" from the ground pulling to place the ramp onto the ground. The activity will involve using a static force dynamometer at the level of 35" from the ground exerting a minimum horizontal pull force of 77pds. (15% level of reserve added for wide hand hold/grip of 32")
 4. The employee will sit in an operator driver's seat with abdominal measurement from back of seat no greater than 22".

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee is frequently exposed to assorted fumes or airborne particles and toxic or caustic chemicals; and exposure to vibrations. They may be exposed to outside weather conditions including wet and/or humid

conditions, extreme cold or extreme heat.

- The noise level in the work environment is usually moderate, but can on occasion be loud.
- Focused Attention

OTHER DUTIES AND RESPONSIBILITIES OR CONCERNS NOT LISTED ABOVE:

EMPLOYEE STATEMENT OF AGREEMENT:

By signing this Job Description, I believe I can perform the Essential Duties and Responsibilities listed without any reasonable accommodations. This Job Description should not be interpreted as an employment contract, but rather a description of duties and skills required. Should at some point in time, I am not able to perform these duties it is my responsibility to contact my immediate supervisor.

Signed: _____ Supervisor _____

Date: _____