

# LATS Job Description

**Job Title:** Para-Transit / Fixed-Route Bus Operator  
**Department:** Operations  
**Reports to:** Transit Supervisor  
**FLSA Status:** Non-Exempt  
**Position:** Full-Time/Part-Time  
**Salary:** \$11.00 Hourly

## ***SUMMARY***

Para-Transit / Fixed-Route Bus Operators are responsible for the safe and timely operation of various sizes of passenger transport vehicles within a scheduled run, or special service, requires a thorough knowledge of passenger safety, ability to maintain courtesy under stress, while dealing with the public. Must be able to courteously answer questions and solve transit related problems of passengers and practice defensive driving habits.

## ***DUTIES AND RESPONSIBILITIES***

The essential functions include, but are not limited to the following:

- Complete training and development classes as provided by the Director/Supervisor.
- Perform pre-trip and post-trip inspections of transport vehicles for mechanical and/or safety issues.
- Maintain a working knowledge of streets, routes, and bus stops within **LATS** coverage area.
- Adhere to tight time schedules under varying weather and traffic conditions and still operate the transport vehicles in a safe and courteous manner.
- Interact with the general public and all **LATS** passengers in a professional and courteous manner, regardless of the actions of the passengers.
- Assist in the boarding and alighting passengers with disabilities including the use of four point securing of wheel chairs and scooters and affixing of shoulder and lap belts.
- Maintain knowledge of and strict adherence to all **LATS** operating rules, policies, and regulations.
- Announcing designated stops in accordance with the Americans with Disabilities Act and **LATS** procedures.
- Accurate and legible completion of accident and incident reports, as required.
- Clearly conduct radio communications with other LATS vehicles and dispatch.
- Monitor and collect fares and passes, count passengers and record the numbers.
- Be a professional representative of **LATS** and its management.
- Must be flexible and dependable.
- Ability to maintain effective working relationships with others.
- Some outside working hours may be required for special events or training.

## ***REQUIREMENTS (Education, Experience and Skills)***

- Be at least 21 years of age, preferred 25 years old
- High school diploma or general education degree (GED)
- Valid Class B Oklahoma Commercial Driver's License with passenger (P) endorsement or be willing to get one.
- No moving traffic violations in the past 3 years.
- No DUI or DWI convictions.
- Maintain a current DOT physical examination card and pass a mandatory drug screening.
- Knowledge of traffic and highway safety rules and regulations, and of the precautions necessary to avoid accidents, to operate a transport vehicle in a safe and economical manner
- Ability to understand and carry out instructions to perform work requiring good physical condition.
- Ability to make independent judgments which have moderate impacts on the organization.
- Ability to complete various forms and records, including updated route sheets, count sheets, charter forms, incident and accident reports, and etceteras.
- Submit to random and reasonable suspicion drug and alcohol testing

## ***PHYSICAL DEMANDS***

- 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 50-75 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.

## ***WORK ENVIRONMENT***

- 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.

**EMPLOYEE STATEMENT OF AGREEMENT:**

**By signing this job description, I believe I can perform the Essential Duties and Responsibilities listed. 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 not be able to perform these duties, it is my responsibility to contact my immediate supervisor.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*The employee will receive a copy of this job description as well as the signed copy being placed in the employee's Personnel file.*