

BUS OPERATOR

DATE

December 2007

DEPARTMENT

TRANSPORTATION

GENERAL: This position is responsible for operating AMTRAN vehicles over a predetermined route. The operation must be accomplished in a safe and timely manner. Courtesy to passengers and other vehicles is required.

The operation of AMTRAN vehicles to transport passengers is the only purpose for which AMTRAN exists.

REPORTING: This position reports to the Director of Transportation through the Dispatcher.

WORK HOURS: Position works an assigned schedule; and overtime may be worked on an assigned basis.

DUTIES:

- Maintains constant awareness of traffic and road conditions.
- Practices safe driving techniques.
- Monitors physical condition of assigned vehicle including lights, mirrors, doors, fare box, brake pressure, tire condition and heater or air conditioner.
- Provides information in a courteous manner to passengers concerning: other routes, assigned route, schedules, transfers and fares.
- Makes change for passengers, sells multi-ride tickets and transfers.
- Maintains fare box readings and complete daily reports.
- Performs related duties as required.

RESPONSIBILITIES:

- Operation of vehicle in a defensive manner to avoid accidents.
- Operation of vehicle in a manner that provides for the maximum possible safety to passengers.
- Operation of assigned route(s) without deviation unless approved by management.

- May assist elderly and handicapped passengers board and exit vehicle.
- Filing of necessary reports in case of an accident with assigned vehicle or an injury to passenger(s).
- Safe and courteous operation of vehicle.
- Notifying dispatcher of conditions which interfere with safe operation of vehicle.
- Notifying dispatcher of detours and road closings which interfere with assigned route.
- Accurate accounting of change fund.
- Notifying dispatcher of mechanical problems.
- Preparation and filing of vehicle defect report notifying maintenance department of vehicle mechanical problems.
- Assuring all passengers pay the proper fare.

SKILLS, KNOWLEDGE AND ABILITIES:

- Demonstrated ability to operate vehicle in a safe manner.
- Knowledge and practice of defensive driving techniques.
- Ability to make basic arithmetic computations.
- Ability to handle money and make change.
- Ability to get along with the general public and fellow employees.
- Knowledge of company policy related to vehicle operation.
- Ability to follow directives and policy established by the company.
- Ability to operate two-way radio.

EDUCATION AND TRAINING:

The minimum education requirements are a high school diploma or general equivalency certificate. The Authority will provide training for vehicle operation, and the individual must complete the training in a satisfactory manner.

SPECIAL REQUIREMENTS:

- Must pass an I.C.C. physical examination.
- Must maintain a current, valid Pennsylvania Class 2 driver's license.
- Must comply with all traffic laws related to vehicle operation.

PHYSICAL EFFORT:

The bus is equipped with an automatic transmission and has power steering. The individual must sit in one position for an extended period of time and have the dexterity of moving right leg and foot from accelerator to brake pedal and applying pressure to the air brake system. He must operate the front passenger door by moving a lever with his left hand and operate various switches with either hand. Limited walking is required in this job but occasionally the driver does have to get out of the bus. Driver

must also be able to bend the torso and turn the head to right and left in order to see traffic and observe passengers by use of mirrors, etc.

WORKING CONDITIONS:

Individual operates bus in all types of weather. Environment controlled inside bus; however, duties may require individual to occasionally exit. Some danger involved in working in daily traffic.