

DES MOINES AREA REGIONAL TRANSIT AUTHORITY

JOB DESCRIPTION

NAME		DEPARTMENT	Transportation
POSITION	Fixed Route Operator	F L S A	Non-Exempt
DATE		REPORTS TO	Dispatcher/Route Supervisor

PURPOSE OF POSITION

To operate assigned diesel and gasoline powered buses and variety of DART vehicles safely and effectively; to follow established company policies and procedures regarding the transportation of passengers, vehicle safety and appearance and the reporting of mechanical, traffic or behavioral problems encountered; to assist passengers with physical disabilities; to maintain positive public relations with the passengers in the provision of ongoing transportation services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Signs in on time, signs onto fare box, locates assigned bus in garage, sets route signs; surveys interior; inspects bus and performs necessary vehicle checks (tires, gas, oil, lights, etc.) and wheelchair lifts prior to starting scheduled run; reports equipment malfunctions to appropriate shop personnel for correction.

Drives assigned bus to pick up passengers over specified routes to local points according to a time schedule in professional manner; opens and closes doors to allow passengers to enter or leave bus; provides courteous passenger assistance as necessary; provides transfer and related service information to passengers as requested in courteous manner.

Collects fares; completes special service charter, contract services forms and passenger counts.

Regulates heating, cooling and ventilation systems for passenger comfort.

Reports delays, breakdowns, and accidents using two-way radio; makes written reports of all accidents involving his/her bus.

Admonishes individuals to be seated and orderly while vehicle is in motion; enforces drinking, non-smoking and related municipal codes and agency regulations.

Complies with all local traffic regulations.

Maintains appearance, behavioral and physical standards necessary to fulfill agency's essential mission.

Maintains friendly, professional and efficient manner in passenger relations.

Complies with all ADA regulations (callouts, wheelchair securement, lift cycling, assisting passengers, etc.) and DART Policies and Procedures.

Participates in safety and related training programs that are made available.

Understand, comply with and enforce when necessary all regulations and policies governing program services; follow private or governmental contract rules and guidelines.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from high school or G.E.D. equivalency. Job related experience is preferred. Possession of a valid Iowa CDL with Air Brake and Passenger endorsements as specified as necessary by the Iowa Department of Transportation. A drug test and pre-employment physical exam is required. Subject to random alcohol and drug testing. Must maintain driver insurability standards. Knowledge of the city, suburbs and county geography streets and landmarks is essential.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Work involves occasional standing, walking and occasional crouching, crawling, stooping, kneeling, pushing, pulling, lifting and carrying objects. Requires continuous use of hands, arms, feet and legs to push/pull or activate essential controls (pedals, levers and knobs) in repetitive operational motions. Both right and left side body members are used in steering, opening and closing doors and related operations. Requires the capacity to exert up to 50 pounds of force frequently to move aforementioned vehicle controls and to push and assist disabled passengers weighing in excess of 200 pounds. Requires the capacity to seize, hold, grasp, turn or otherwise work with hands to turn steering wheel, operate gearshift and manipulate levers and controls. Requires the ability to extend hands and arms in any direction. Use of legs and body torso to climb steps in bus, assist passengers when necessary and maintain body equilibrium to prevent falling when working on slippery surfaces during winter months and all weather conditions.

Cognitive Demands

Requires the capacity to apply common sense understanding of controlling procedures and policies to carry out defined and prescribed transportation services. Generally deal with standardized situations with occasional or limited variables. Capacity to start, stop, control and adjust the actions of machines to achieve desired results. Requires motor coordination, finger and manual dexterity; eye, hand and foot coordination, depth perception and clarity of vision 20 feet or more. The ability to keep mentally alert and maintain concentration for recurring periods.

Language Ability and Interpersonal Communication

Requires the capacity to speak and hear normal conversation. Requires the ability to understand and adhere to controlling rules, procedures, policies, contracts and related materials which impact on program requirements and goals. Interacts regularly with the public and is expected to demonstrate proper demeanor, behavior and rapport with the public under stressful or emotionally charged situations.

Environmental Adaptability

Majority of time is spent in vehicle that is heated in winter and cooled during the summer. Regularly exposed to unpleasant noise, fumes, drafts, etc. when vehicle is in operation. Occasional exposure to undesirable elements such as rain, snow, high or low temperatures.

NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, DART reserves the right to revise the functions and duties of the position, or to require that additional or different tasks be performed when circumstances change (i.e. emergencies, staff shortages, work load changes, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me.

_____	_____	_____	_____
EMPLOYEE'S SIGNATURE	DATE	DEPARTMENT HEAD SIGNATURE	DATE