



Coos County Area Transportation District  
Job Description

Job Title: Transit Operator II

**SUMMARY**

As a Transit Operator, you are responsible for the safe and professional operation of the District's Conventional buses and Paratransit vehicles. As an ambassador for the district, you are committed to customer service excellence. This requires the ability to engage the public courteously and respectfully. The Transit fleet is fully accessible and as a transit operator, you will prioritize the needs of mobility customers, loading and unloading wheeled mobile devices expertly, assisting customers, and responding as a subject matter expert to public inquiries regarding the transit system including bus routes, schedules, transfers and fares.

This is a skilled position that involves both the operation of a public transit vehicle and a high level of public contact and customer service.

**ESSENTIAL JOB FUNCTIONS**

The Americans with Disability Act prohibits discrimination against a qualified individual with a disability. To be qualified for a Transit Operator II position, an individual must meet the following standards and be able to perform the essential functions and activities of the position. Transit Operators are required to perform wheelchair securements.

The essential physical activities for Transit Operator II position involve the following: balancing, pulling, pushing, standing, stooping, crouching, kneeling, sitting, and operating a bus. This position is considered medium work with a physical demand level described as the exertion of up to 50 pounds of force occasionally, or up to 20 pounds of force frequently, or 10 pounds of force constantly to move objects.

The environmental conditions an individual in this position may be exposed to include: indoor and outdoor weather conditions.

The essential sensory and communicative activities include: feeling, seeing, speaking, hearing, and smelling.

### **JOB DUTY OUTLINE**

(Illustrative Only. Any single position in the classification will not necessarily involve all the listed duties below and other positions will involve duties which are not listed.)

1. Provide safe and efficient transportation for the passengers of CCATD Public Transit
  - a. Operate the buses on scheduled times
  - b. Pick up passengers on dispatched requests for transportation
  - c. Operate the buses on scheduled activities i.e. out-of-town routes, medical trips.
  - d. Respond to medical emergencies and injuries to passengers in a manner consistent with CCATD policies and procedures
2. Maintain buses and vans
  - a. Conduct a thorough pre-trip inspection of the vehicle prior to operation on a daily basis
  - b. Close all windows at the end of a shift
  - c. Fuel buses daily
  - d. Sweep, take out garbage and sanitize at end of shift
  - e. Conduct a post-trip inspection after each shift
    - i. Check for vehicle damage
    - ii. Monitor oil change requirements
    - iii. Report all issues to dispatch
    - iv. All reports to dispatch must be detailed and thorough with complete explanations
    - v. Report all damage accordingly with management
3. Services, responsibility to passengers and citizenry
  - a. Courteous and respectful behavior
  - b. Responsive to passenger requests
  - c. Safe, cost-effective use of CCATD's resources
4. Create and maintain a supportive work environment
  - a. Treat other employees with respect
  - b. Promote a positive work environment
  - c. Communications
    - i. Keep yourself and others informed of work issues with quality communications
    - ii. Work together to resolve issues and conflicts
  - d. Regularly attend quarterly Safety Meetings

- e. Maintain a professional, well-groomed appearance
  - i. Wear prescribed CCATD apparel
  - ii. Closed toe shoes, boots required
- f. Maintain necessary records
  - i. Reconcile trips with fares
  - ii. Financial, bus pass records
  - iii. Appropriate use of the time-clock
- g. Required trainings and certifications to obtain after employment
  - i. CDL with passenger endorsement
  - ii. First Aid/CPR Certification
  - iii. Defensive Driving
  - iv. Online PASS Training and hands-on PASS Training
  - v. Wheelchair Securement and hands-on wheelchair training
  - vi. Drug and Alcohol Awareness Training

5. The physical and mental requirement are of utmost importance to ensure safe passenger transport and care

a. Physical: The Transit Operator position requires lifting and guiding wheelchair passengers onto the wheelchair lift and is required to secure mobility devices using a four-point wheelchair securement system. In addition, Transit Operators must assist any passenger with special needs in boarding and exiting the vehicles. This work requires Transit Operators to bend, stoop, crouch, and a physical lifting requirement of 50 lbs. In the event of an accident, Transit Operators are responsible for safely removing the passengers on-board the bus. Transit Operators must be physically able to crawl underneath or get down to the ground to look for damage to the underside of buses during pre-trip and post-trip inspections. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

b. Mental: Transit Operators are expected to be mentally stable and prepared for any situations that may arise while they are transporting passengers. Transit Operators are encouraged to think before they act and apply training, knowledge, and organizational policies and procedures.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

### **EDUCATION and/or EXPERIENCE**

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the job.

- Previous bus driving experience is encouraged, but not required to be considered for employment. A minimum of 24 Hours of On-the-job Training is required before operating a bus without supervision. Further training, licenses, and certifications are required to operate a bus and maintain employment with CCATD. Basic computer knowledge is helpful and will be necessary for this position.
- Outstanding driving record with no suspensions or convictions for other than minor violations.
- Excellent customer service skills working with people from all walks of life including people with disabilities and seniors.

### **CERTIFICATES, LICENSES, REGISTRATIONS & OTHER**

All applicants must possess a minimum valid Oregon class "C" CDL w/ passenger endorsement and maintain a valid DOT medical certificate. Must pass a required pre-employment physical, background check and drug screen. CTAA PASS Driver Certification and other trainings and certifications are to be completed after hire to maintain employment with CCATD.

Must have no criminal conviction that may, in the sole judgment of the District, constitute a threat to property or the safety of others. No history of class A felony offenses; time frame for Class B or C felony is 15 years; time frame for Class A, B or C misdemeanor is 10 years.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Must have ability to understand and follow written and oral instruction and to exercise independent judgment.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes, or airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually loud.

After reading this Transit Operator II Job Description, would you require any reasonable accommodation to perform these essential duties?

Please circle: YES or NO

I agree to perform all the duties listed in the Transit Operator II Job Description for CCATD

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_