

# PARATRANSIT BUS OPERATOR

**Job Title:** Paratransit Bus Operator  
**Department:** Paratransit  
**Reports to:** Paratransit Operations Manager  
**FLSA Status:** Non-exempt  
**Approved by:** General Manager, David Sturch  
**Salary Range:** Part-time: \$15.25 starting - \$15.76 after 6 months  
Full-time: \$15.84 starting - \$19.23 after 6 months

## SUMMARY

Operates vans, mini and regular buses to transport consumers who are ADA certified eligible and elderly by performing the following duties.

## ENTRY REQUIREMENTS

**Education/ Training:** High school diploma or GED; or one to three months related experience and/or training; or equivalent combination of education or experience. Must possess the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have to ability to write routine reports (incident reports, accident reports, etc.)

**Required Licenses:** Class B Commercial Drivers License

**Required Endorsements:** Passenger and air brakes

**Required Post-Offer Physical Examination:** Must be able to pass a physical examination and a post-offer drug screen

**Residency Requirement:** None, must be able to report to work within 20 minutes

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Operates vehicles to transport consumers to destinations according to a assigned schedule
- Regulates heating, lighting and ventilating systems for passenger comfort
- Assists consumers into and out of the vehicle and to and from the door of the residence or facility
- Secure consumers' wheelchairs by utilizing the restraining systems located in the vehicle to stabilize the wheelchair during the trip
- Complies with local traffic regulations
- Operates two-way radio or other similar device to communicate with base station or other vehicles
- Reports delays or accidents
- Keep records of trips and count by way of a daily manifest; updates base on status at least every hour
- Inspects bus per the pre-trip inspection form before departure
- Collects fares/tickets. Has available at all times proper ticket fund

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Application  
Each potential employee shall complete a written application.
- Interviews  
Each potential employee shall be interviewed by the Paratransit Operations Manager. A supervisor or other management personnel may be present.
- Knowledge of English  
Operators shall be able to read, write and speak the English language.
- CDL Licensing Requirements  
Employees shall hold a valid Commercial Drivers License (CDL) as appropriate. An original, not a copy, of the Motor Vehicle Record (MVR) report must be produced. (see qualification criteria below)  
**In no case will an individual be given a road test, placed in training or allowed to operate a MET vehicle without a MVR check that is in compliance with this policy and has been approved by Management.**

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### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED - cont.

These criteria include:

- Good driving record with no Driving While Intoxicated (DWI), Driving Under the Influence (DUI) or similar charges, reckless driving, railroad crossing violations or leaving the scene of an accident offenses within the preceding 10 years.
- No more than a total of two moving violations or accidents within the last three years.
- No suspended or revoked licenses within the past 10 years for moving violations or violations of criminal laws.
- Any combination of violations, unfavorable road observations or accidents that indicates a **pattern** of unsafe vehicle operation behavior, whether on or off the job.
- Minimum of five years driving experience.
- Operating Skills  
Operators shall have experience in safely driving some type of motor vehicle (including private automobile) for not less than five (5) years, including experience throughout the four seasons.
- Criminal Record Checks  
An original criminal record check, issued within the past 10 days, shall be obtained as part of the application process. Persons with felony convictions of any sort are unacceptable. Other unacceptable convictions include crimes of violence, drug usage or sales, physical abuse, fraud or theft. A pattern of unlawful behavior shall also disqualify an applicant.
- Ability to perform simple math.
- Reasonable knowledge of the service area and ability to read basic maps.
- A road test given by a MET Supervisor is required.
- A written CDL test is required.

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.

- Clean driving record for the past two (2) years.
- Ability to maneuver a transit vehicle up to thirty-five (35) feet in length.
- Able to complete the company training program relating to Bus Maneuvering, Passenger Relations, Emergency / Accident Handling Procedures and Passenger Assistance Training.
- Must possess the ability to read and interpret documents such as safety rules, operating, maintenance and procedure manuals; read and understand street / route maps in addition to a daily schedule (manifest)
- Ability to write routine reports (incident reports, accident reports, etc.)
- Ability to add, subtract, two digit numbers and to multiply and divide with 10's and 100's; to perform these operations using units of American money and weight measurement, volume and distance
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions.

The employee is occasionally exposed to fumes or airborne particles.

Noise level in environment is usually moderate.

### HOURS OF EMPLOYMENT

Start and finish time will be determined by the daily work assignment as per labor contract.

Some evening and weekend work will be required.

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### 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.

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 required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to walk and or smell. The employee must frequently lift and / or move more than 50 pounds when transporting persons with mobility aids.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- Physical Requirements

No person shall drive, require or permit any person to drive any vehicle in the service of transporting clients on MET business unless the operator possesses the following minimum qualifications:

- a. Mental and Physical Conditions -

Operators shall be in sound mental condition. Operators shall not have any physical or mental defects or limitations likely to interfere with safe driving, customer assistance or emergency activities, in the opinion of the physician performing the operator's physical examination.

The operator must be physically capable of assisting persons with disabilities including mobility aid users if the job requires it.

- b. Eyesight -

Operators must have vision in both eyes, normal depth perception, normal peripheral vision and be free of any disease or condition that could impair vision. Operator's must have 20/40 vision in each eye with or without correction, and 140 degrees or better horizontal vision.

Operators must be able to distinguish between green, red and yellow.

- c. Hearing -

Operators shall have adequate hearing to assure safe response to vehicle horns, emergency vehicle sirens, and train signals.

- d. Alcohol, narcotics and drugs -

Operators shall not be addicted to the use of alcohol, narcotics or habit-forming drugs. Drug and alcohol tests shall be conducted in accordance with State and / or Federal Regulations.

- e. Doctor's Physical Examination -

MET shall retain and keep on file a certificate of physical examination, signed by a qualified, licensed physician, for every operator in the organization's employment, attesting that such a doctor has examined said operator and found him / her to meet satisfactorily the qualification set forth in applicable State and / or Federal Regulations.

### DRUG AND ALCOHOL TESTING

Safety-Sensitive Position. This position is subject to the following:

- Pre-Employment Drug Screen
- Random Testing (Drug and/or Alcohol)
- Reasonable Suspicion (Drug and/or Alcohol)
- Post Accident (Drug and/or Alcohol)
- Return to Duty (Drug and/or Alcohol)
- Follow-up Testing (Drug and/or Alcohol)