

Job Description



Position: Bus Operator
Department: Operations/Transportation
Reports To: Transportation Supervisor

Job Summary:

Will be responsible for operating safely and responsibly all revenue service vehicles to include trolley, 23 to 40 ft bus and etc. used in public transportation in the cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth and Virginia Beach. Will be responsible for collecting fares, resolving problems and providing good customer relations and maintaining public trust.

Essential Job Functions:

- Operates any one of five different size and type buses.
- Maintains scheduled time over assigned route.
- Safe operation of TDCHR vehicles under adverse conditions.
- Performs vehicle operations at varying hours of day and night.
- Collects proper fares from boarding passengers.
- Provides information on bus services to riders.
- All other duties as assigned

Examples of Duties (Duties listed are not intended to be all inclusive nor to limit duties that might reasonably be assigned)

HRT ENVIRONMENTAL MANAGEMENT SYSTEM (EMS):

- Responsible for maintaining a general awareness of HRT's EMS
- Responsible for handling all related job responsibilities in accordance to HRT's Environmental Policy, relevant EMS Standard Operating Procedures, and Emergency Management Plan

Required Knowledge, Abilities and Skills essential to Job Functions:

Reports to the Transportation Supervisor who is under the direction of the Transportation Superintendent II. Will work outside regular business hours as required by the Labor Agreement and by the selection of posted runs. Ability to comprehend street and fare zone system in Chesapeake, Hampton, Newport News, Norfolk, Portsmouth and Virginia Beach; ability to read and adhere to route instructions; ability to follow instructions of supervisors and management; ability to operate vehicle under safest possible conditions; ability to establish and maintain good public relations and effective working relationships with others.

Required Software Knowledge and Skills essential to Job Functions:

Proficiency in using computer systems and the listed software applications associated with performance of assigned work is essential. Basic problem solving skills associated with software applications used is expected. Software usage relevant to job duties will be evaluated.

Software applications:

MS Windows, Hastus

Qualifications:

Training and/or Education:

High School graduate. Must be customer oriented and enjoy working with the public. Must be able to work flexible hours. Must demonstrate good communication skills.

Required Experience:

Three years public driving experience or five years general work experience.

Licenses or Certificates:

Special Requirements:

FLSA Status:

Minimum age - 21; current DMV driving record with no more than five points against record or no more than 1 major violation in 3 years must be presented at time of testing; must successfully pass physical examination by company doctor, including drug screening; must pass written entry examinations; must successfully complete training program given by TDCHR; must pass written examination after completion of training program before qualifying. Must have valid Virginia driver's license and be able to qualify for Commercial Driver's License.

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.

Unusual Demands:

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. Work involves meeting multiple demands on a timely basis. Duties may require some seasonal overtime.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through the Organizational Development or Human Resource Department.