



JOB TITLE: **BUS OPERATOR**

DEPARTMENT: **PUBLIC WORKS**

JOB CLASS NUMBER: **7511**

DIVISION: **TRANSIT**

REVISION DATE: **12.15.2021**

[Handwritten Signature]
Acceptance - Department Head

COMP TIME / OVERTIME ELIGIBILITY CODE: CIRCLE ONE: R N **E**

FLSA: Exempt **Non-Exempt**

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Bus Operator

EXAMPLES OF DUTIES:

- Will work a variety of hours, including shift work, from 5:45 A.M. to 10:30 P.M.
- Six- (6) day work week; Sundays off.
- Must be able to document farebox readings.
- Prepare daily operating and accident reports.

TRAINING AND EXPERIENCE:

- Must have a high school diploma.
- Must have at least one (1) year experience in the operation of a vehicle that weighs in excess of 26,000 pounds.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to operate a bus safely when needed.
- Ability to work well with the general public.
- Must be neat and clean in appearance when reporting for work.
- Steady, on-time attendance essential.

WORKING CONDITIONS and PHYSICAL REQUIREMENTS:

- Must possess his/her own transportation and telephone.
- If you have worked for a previous Transportation Agency, we will need a two (2) year drug history.
- Must be able to pass a DOT Physical Exam and Drug Screen. (No current heart problems or use of insulin, unless waived by a Doctor under strict restrictions).

LICENSES and CERTIFICATIONS:

- Must have a copy of your Driver's License.
- Must have a copy of your Social Security Card.
- Must have a copy of a current Motor Vehicle Report and Criminal History.
- Must have a Valid Louisiana Class B CDL License with (P) Passenger and Airbrakes Endorsement and NO VIOLATIONS or ACCIDENTS within the last three (3) years.

RATE OF PAY:

Per Union Contract

INTERNAL POSTING PERIOD: 8/2 - 8/14/2023

Position posting goes public after 10th day.