

**SACRAMENTO REGIONAL TRANSIT DISTRICT**  
**Job Description**  
**ATU – Community Bus Services (CBS) Operator**

FLSA Status:	Non-Exempt	Authorized:	06/05
Grade:	Hourly, per ATU Contract	Bd. Revised:	04/06

**I. Job Summary**

Operate District CBS vehicles over fixed routes that deviate upon request (as directed by Dispatch) to provide safe and courteous transportation to passengers, which includes assisting passengers on and off the bus, operating the wheelchair lift when necessary, and complying with policies to secure passengers. Collects fares from and provides information to passengers, and maintains written records regarding customer transactions.

**II. Supervision**

- A. Supervision Received: This classification receives general direction.
- B. Supervision Exercised: This classification does not supervise.

**III. Distinguishing Characteristics**

Incumbents in this classification operate small (29 feet in length or less) transit buses over fixed routes that deviate in accordance with assigned schedules and under direction from Dispatch.

**IV. Essential Functions**

On a daily basis, perform visual vehicle inspections and report any mechanical problems or defects of assigned vehicle prior to departure. Pick up and discharge passengers at designated bus stops or as directed by Dispatch. Collect fares and transfers, issue transfers, inspect passes for validity. Provide information to passengers regarding District's transit system. Operate wheelchair lift when necessary and secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. Operate 2-way radio and Mobile Data Computers (MDC's) to communicate with Dispatch to report accidents, emergencies, schedule delays, equipment failure and/or unusual circumstances. Complete written reports on accidents or other unusual incidents in an accurate and timely manner. Maintain order on the CBS vehicles.

**Other Job Functions:** On a periodic basis, collect data and complete survey forms as required by the District. May assist with training of new Operators. Follow oral instructions from the Dispatcher to perform basic vehicle troubleshooting.

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### **V. Job Demands**

#### Physical and Mental Requirements:

This position requires working non-traditional and/or odd hours, split-shifts on various days of the week, including holidays. Work is primarily performed out of doors and on-board transit vehicles. While performing the duties of this job, the incumbent must: Regularly hear, sit, reach with hands and arms, and use leg/foot to reach or handle controls. Regularly exert physical effort. Finger and manual dexterity are regularly needed to drive non-power steering vehicles and to operate door and dispense transfers. Frequently talk, walk, and use hands to handle or feel objects or controls. Regularly required to stoop, bend, and twist at the waist, lift up to 50 pounds, push or pull, and climb stairs. Possess visual acuity including distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Regularly be exposed to fumes, odors, and moderate noise. Have a high degree of memory and concentration.

### **VI. Knowledge and Abilities**

#### A. Knowledge of:

Traffic laws, ordinances, rules and driving courtesies involved in transit operations.

Principles and practices of customer service.

Safe driving practices.

#### B. Ability to:

Learn the District's policies and procedures.

Read, write, and make basic mathematic calculations.

Work varied hours to cover scheduled operations.

Exercise good judgment and problem-solving skills.

Understand and follow oral and written instructions spoken or written in English.

Operate vehicles safely and efficiently.

Provide on-time and dependable service to the public.

Learn the District's transit routes and schedules.

Maintain a friendly and courteous demeanor when interacting with the public, passengers, and fellow employees through tactful, patient, and courteous interactions.

Keep accurate recorded logs of trip information regarding transfers, no-shows and/or changes in service needs.

**VII. Minimum Qualifications** — *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### A. Required Education

Graduation from high school or equivalent.

#### B. Required Prior Experience

Three (3) years of verifiable driving experience and one (1) year of experience working with the general public.

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C. Special Requirements, including Licenses and/or Certifications:

Must have a good driving record as defined by the District.

At the time of application, must possess a valid Class C Driver's License, issued by the California Department of Motor Vehicles, and must have the ability to obtain and maintain a valid Class B CDL with passenger and air brake endorsements, issued by the California Department of Motor Vehicles.

Must be 21 years of age.

Must have the ability to pass a pre-employment Department of Justice background investigation, medical examination, and drug screening. Incumbents will be subject to post-employment drug testing in accordance with Department of Transportation regulations for safety-sensitive positions.