



POSITION: Transit Bus Operator
DEPARTMENT: Transit

NATURE OF WORK:

Drive Summit Stage transit vehicles in public service, providing safe, courteous, and dependable transportation on designated fixed routes, paratransit, or special services; and, related work as required. Operate transit vehicles in extreme winter conditions and in an alpine environment.

ESSENTIAL JOB FUNCTIONS/DUTIES:

The incumbent in this position must be able to successfully perform the following essential job functions and duties:

- Punches in at or before designated punch in times.
- Performs vehicle pre-trip, pre-relief and post trip per Summit Stage policy.
- Reports to the scheduled starting point at scheduled starting time and maintains a time schedule whenever possible.
- Picks up and discharges at bus stops or stations, following prescribed service routes and safety rules. When being relieved cleans bus, picks up trash on the floor and dumps the trash can.
- Announces stops per American with Disabilities Act (ADA) guidelines.
- Answers questions about routes and services and general information.
- Helps passengers as needed, to get on and off the bus.
- Reports emergency or imminent safety conditions to Dispatch via radio.
- Ensure passenger safety in the event of an accident, vehicle break down or fire. Assist those needing assistance in evacuating a bus and securing the scene for safety.
- As required, may prepare detailed written reports concerning accidents, breakdowns and mechanical defects.
- Is in charge of the passengers, assisting as necessary, on the bus after an accident until relieved by dispatcher, law enforcement, paramedic or fire department.
- Regular attendance is a requirement of this position.
- Complies with all Federal, State and local laws.
- Accepts and executes instruction/suggestions offered by trainers as well as supervisory personnel.
- Comply with all policy and procedures of Summit Stage and the Stage Operator/Drivers manual.
- Maintaining required certifications and licenses and immediately notifying Summit Stage management of any incident, situation, or other circumstance which could impact license status and ability to meet essential job requirements.
- Maintains a current DOT physical and current Colorado CDL Class B license with P-2 endorsement.
- Observing, documenting, and reporting vehicle safety or other safety issues to appropriate individuals (mechanics, supervisor, operations manager, etc.).
- Other duties assigned by the Supervisor or their designee(s) when not assigned a driving shift. These duties may include, but are not limited to, cleaning of buses, both interior and washing

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exterior, dumping of trash out of buses and switch out vehicles, pre-tripping buses, bringing buses to the shop for repairs, cleaning interior and exterior bus windows.

- Bus Operators, may volunteer to complete other maintenance duties, provided they are properly trained.
- All users of the Operators' break room are also responsible for keeping the break room clean and tidy.
- Summit Stage Management will from time to time appoint temporary positions, either to be filled by interview process or by Management selection, to meet growing needs of the Stage's Operations: the following positions are only illustrations of temporary positions: Driver/ Dispatcher, Planner, IT coordinator, CDL Tester, CDL Trainer, Fill in Para Scheduler, Trainer. May be involved in special projects and employee committee activities that are directly or indirectly related to essential job functions.
- Able to read, write and understand written and verbal instruction.
- Fluency in spoken and written English language required. Knowledge of Spanish helpful.
- Able to detect improper functional mechanical system on the assigned vehicles after proper training.

Knowledge, Skills and Abilities:

- Ability to communicate effectively, especially verbally, observe operating conditions and take actions to avoid and solve problems.
- Ability to troubleshoot problem situations and take appropriate steps quickly.
- Ability to work independently and must be willing to work shifts that vary from day to night, seven days a week.
- Ability to detect mechanical malfunctions on the Stage Fleet vehicles and take appropriate action.
- Ability to operate transit vehicle of all types.
- Ability to work closely with the general public and outside agencies.
- Ability to learn and develop new skills as necessary.

Materials and Equipment Directly Used: *Materials and equipment used include, but may not be limited to the following:*

- *Equipment:* Position requires use of various equipment including buses, staff vehicles, refueling stations, fluid dispensing systems, hand-tools (on occasion), bus/car wash facility & equipment, two-way radios, computers/tablets/other digital equipment, calculators, copiers, printers, fax machines, telephones.
- *Materials:* Position requires the use of fuel, oil, lubricants and cleaning supplies.

Physical Demands and Work Environment

The physical demands and work environment 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 job functions. Request for reasonable accommodation(s) must be made to the Summit County Government Human Resources Department.

Working Environment/Physical Demands: *The working environment, physical activities and requirements may include the following:*

- Work is performed in an indoor and outdoor high alpine environment and in County vehicles (including buses and other County vehicles). Exposure to extreme weather conditions, fumes, dust, materials listed above, loud noises, vibrations, moving objects and machinery; and, some work is in proximity to a computer screen. There is a high degree of public contact at varying

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times, and working alone and as a member of a crew. Contact with the public, coworkers, managers, supervisors and others where explanatory or interpretive information is exchanged, gathered or presented is a daily requirement.

- This position requires physically demanding work including long periods of sitting/driving, repetitive motions, occasional heavy lifting (up to 40 pounds), ability to climb in & out of buses and other County vehicles, walking, seeing, stooping, standing, bending, kneeling, grasping, carrying, driving, and listening/observing. A high degree of public contact including interaction with difficult riders/citizens/customers is required.
- The applicant must pass a Department of Transportation (DOT) Federal Transit Administration (FTA) pre-employment drug screening, and present a valid DOT Medical Examiner's Physical Examination card. Successful applicants will also be subject to random drug and alcohol testing while employed in this capacity by the Summit Stage.
- **Safety Sensitive:** *This position is considered safety sensitive because the successful applicant must operate a revenue service vehicle, transporting passengers as part of a public transit system from Point A to Point B, as a regular function of his/her daily job duties.*
- **Work Schedule:** Days, nights, weekends, and holidays, as needed or scheduled. *Seasonal, Part-Time (year-round) and/or Temporary Operators may be scheduled to work full or part-time schedules; or, may be scheduled on a substitute basis.*

EDUCATION, EXPERIENCE, AND FORMAL TRAINING:

- Must be a minimum of 21 years of age and possess a Colorado Class B Commercial Drivers License with P-2 endorsement and no restrictions on air brakes.
- Must have no prior DUI convictions in the past 7 years and an acceptable MVR as determined by Management.
- Must have driven a motor vehicle for at least three years.
- Must have a friendly, customer-oriented personality.
- Must be compliant with Federal Motor Carrier Safety Administration (FMCSA) and Department of Transportation (DOT) drug and alcohol testing rules and requirements
- Those receiving conditional offer of employment must pass a physical examination, as required by the Department of Transportation.
- Must be compliant with all CDOT, FMCSA and FTA guidelines at all times.
- These requirements are not all inclusive and other requirements may have to be met as determined by Management

LICENSES OR CERTIFICATES:

- Must possess a valid Colorado CDL Class B with P2 endorsement and no restrictions on air brakes at time of appointment and throughout employment.

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This job description is not intended to be an exclusive list of all duties, responsibilities or qualifications associated with the job. Nothing in this job description restricts Summit County's ability to assign, reassign or eliminate duties and responsibilities of the job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.

It is the policy of Summit County Government not to discriminate on the basis of race, sex, color, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, gender identity or expression, marital status, veteran status or any other protected basis is unlawful under federal and state law.

- **This job description does not constitute an employment agreement.**

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