

ROGUE VALLEY TRANSPORTATION DISTRICT
Job Description
January 2004

Job Title: Transit Operator/Transit Operator Extra Board
Department: Operations/Bus Section
Reports To: Field Supervisor/Transportation Manager
FLSA Status: Non-Exempt

SUMMARY

This is a skilled position that involves both the operation of a public transit vehicle and a high level of public contact. Transports passengers over specified routes according to time schedule by performing the following duties. The Extra Board Operator is on call. They must be available for all shifts with short notice. The position requires wearing a pager and responding to pages 24 hours a day, seven days a week. There is no guarantee of days off. The extra board may work anywhere from 0 to 40 hours straight time and may be required to work overtime daily and/or weekly. All Operators are hired as Extra Board Operators and move into Operator positions by seniority as they become available.

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

- Operates passenger vehicles in accordance with established safety standards and traffic laws of the State of Oregon.
- Operates passenger vehicles over a prescribed route in accordance with the designated schedule.
- Operates fare box and collects cash fares
- Accurately and consistently records all passenger boardings, run-time, and run-number using keyboard of electronic fare box.
- Accurately and consistently records all passenger boardings, run-time, and run-number manually on recording sheets if vehicle not equipped with electronic fare box.
- Accurately and consistently records information required by Federal regulations as directed by supervisor.
- Assists passengers with disabilities per the Americans with Disabilities Act (ADA) requirements.
- Regulates heating, lighting, and ventilating systems for passenger comfort.

- Responds appropriately to public inquiries with information about District operations.
- Performs pre-trip vehicle inspection prior to shift start.
- Performs minor housekeeping tasks in vehicle to assure vehicle presents a positive image.
- Recommends improvements to the Supervisor that will enhance the efficiency or image of route services.
- Provides guidance and assists in the training of new employees as needed.
- Complies with local traffic regulations. Reports delays or accidents.
- Reports all mechanical problems to maintenance as soon as possible.
- Complies with all District policies and procedures.
- Follows safe work habits and reports any unsafe conditions to a supervisor.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Must have at least three (3) years of driving experience. Good customer service skills working with people from all walks of life including people with disabilities and seniors. Must have ability to understand and follow written and oral instruction and to exercise independent judgment. Outstanding driving record with no suspensions or convictions for other than minor violations. Excellent references.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Oregon Class B CDL with endorsements.

Must pass a pre-employment FTA required drug and alcohol test and physical. Must pass criminal background check.

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 climb or balance. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee is required to assist persons with disabilities onto and off of the lift, sometimes pushing an occupied manual wheelchair and is required to secure mobility devices using a four-point wheelchair securement system. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually loud.