

CITY OF GAINESVILLE
JOB DESCRIPTIONTITLE CODE: 9501
12/01/97

TRANSIT OPERATOR (RTS)

NATURE OF WORK

Skilled work operating buses in a public transit system.

CLASSIFICATION STANDARDS

Positions in this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of supervisory duties and from lower classes by its technical skills

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Operates buses on regular or flexible routes in accordance with published schedules and reports any potential delays to the Road Supervisor/Dispatcher.

Collects fares, tokens, and passes from passengers.

Acts as first-line customer service representative.

Records passenger data by fare types.

Reports vehicle malfunctions during or after operation.

Secures wheelchairs in buses equipped to transport the disabled.

Announces stops for the visually impaired. Complies with Federal safety regulations.

Reports to work promptly and on a continuous and regular basis; performs pre-trip inspections.

Complies with Americans with Disabilities Act (ADA) guidelines.

Assists passengers embarking and disembarking the bus.

Distributes information to riders and answers questions about service, routes, and schedules.

NON-ESSENTIAL JOB FUNCTIONS

May frequently chauffeur other employees, depending upon assignment and work location.

Will be required to respond under emergency conditions.

May supervise children depending on work assignment and location.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Completion of the eighth grade; ability to read and write and one year experience operating buses or similar vehicles. Graduation from high school or possession of an acceptable equivalency diploma preferred.

LICENSES/CERTIFICATES

¹A CDL instructional permit may be required at the time of appointment and a CDL License may be required within six months of date of appointment (depending on job assignment and work location).*

or

²A CDL License may be required at the time of appointment (depending on job assignment and work location).*

* Information on whether or not a CDL license (and which class: A, B, or C) is required, will be provided by the hiring department based on the specific vehicle(s) which may be required to be driven in the particular job assignment.

Note: CDL-classified vehicles which are not driven on public roadways do not require a CDL license.

NOTES

Driving record shall reflect a three year period with a maximum of 3 points and must also be free of citations for DUI, DWI, reckless driving, speed in excess of 30 mph, or license currently suspended or revoked

Pre-employment medical examination required, including satisfactory drug screening.

Work may require performing tasks in and around heavy traffic.

Work schedules may require split shifts and non-consecutive days off.

Work may require performance of tasks outdoors under varying climactic conditions.

SELECTION FACTORS

Thorough knowledge of City geography.

Thorough knowledge of operation and use of diesel powered alternative fuel vehicles.

Knowledge of State and local traffic and other regulations governing the use of passenger-carrying vehicles in the city.

Knowledge of occupational hazards involved and safety precautions necessary in operation of a bus.

Ability to report to work timely and adherence strictly to projected schedules.

Ability to work effectively with coworkers and the general public.

Ability to handle money.

Human Resources Department:



1 2/24/98
Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 02/01/96; 8/4/97, 12/01/97.