
Flint Hills Area Transportation Agency Inc. (FHATA)

Position Title: Bus Operator - CDL–C Public Transportation

Date Revised: November 2019

Written by: Anne Smith, Executive Director

Approvals: Anne Smith and Katey Cain

Location: 5815 Marlatt Av Manhattan, KS. 66503

Title of Supervisor: Lead CDL – C Bus Operator

SUMMARY OF THE POSITION:

Bus Operators provide services in Manhattan which include Kansas State University, Riley, Geary, parts of Pottawatomie Counties as well as Junction City and Ft. Riley. Bus Operators contribute to the overall agency mission by providing prompt and courteous public transportation service to the general public. Bus Operators must be able to operate all fleet vehicles in accordance to company and KDOT regulations.

The CDL – C Bus Operator drives a 20-passenger vehicle; and collects fares/tickets. The Bus Operator complies with the assigned schedule, provides prompt, courteous, professional customer service; ensures passenger safety; and complies with applicable agency, city, county, state and federal regulations relating to transporting passengers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspect vehicles, and check gas, oil, and water levels prior to departure.
- Conduct pre-trip inspections of the vehicles two times a day, every day of operation.
- Make pick-ups and deliveries as routed by the dispatcher, operating the vehicles in a safe and careful manner with due regard to traffic and the use of the roadway by others.
- Park vehicle in designated loading areas so that riders can board.
- Collect tickets or cash fares and keep in a safe place on Bus Operator's person or a secure place on the bus and total daily receipts.
- Utilize software through the use of a tablet device in the vehicle.
- Report delays, accidents, or disruptive riders to the dispatcher.
- Deal directly with the public to provide transportation services.
- Advise riders to be seated and orderly while on vehicles.
- Regulate heating, lighting, and ventilating systems for passenger comfort.
- Wear seat belt at all times and instruct riders to wear seat belts.

- Strictly observe all traffic rules and other applicable laws and regulations at all times.
- Maintain the interior as directed by FHATA policy.
- Keep the bus locked at all times when unattended.
- Adhere to KDOT regulations when riders using wheelchairs are boarding or exiting.

Minimum Qualifications:

- High School Diploma
- Insurance requirement is a minimum 21 years of age
- Minimum of two years CDL driving experience with passengers
- Possess a valid Kansas Commercial Driver's License in any of the following classes - A, B or C CDL with the passenger endorsement.
- Must be able to maintain a KDOT physical certification
- Must be able to perform the physical demands of the job subject to testing criteria.
- Must have a clean driving record, no traffic violations or accidents
- Must pass background check (NO felony convictions or series of misdemeanors)
- Must show a stable previous work history
- Demonstrated customer service/people skills to include good verbal and written communication skills.

Knowledge, Skills, and Abilities:

- Knowledge of principles and methods of moving people via bus, including the costs and benefits of the service;
- Knowledge of the principles and process for providing customer services. This includes meeting quality standards for services, evaluation of customer satisfaction, and remedial actions;
- Knowledge of the streets of the tri-county roadways, maps, and traffic regulations;
- Communication skills such as understanding written communications, giving full attention to what others say in order to understand the points being made, asking questions, not interrupting at inappropriate times, and writing reports and letters as appropriate for the intended recipient.
- Being aware of other's reactions and understanding why they react as they do;
- Watching gauges and other indicators to make sure the vehicle is operating properly;
- Performing routine maintenance on the vehicle and determining when and what kind of maintenance is needed. This includes, conducting pre-trip and/or post-trip inspections daily.
- Ability to communicate effectively and interact with people of all ages and diverse backgrounds;
- Ability to speak clearly to communicate information and ideas in speaking so others will understand and the ability to listen to and understand information and ideas;
- Ability to resolve conflicts and negotiate with others such as handling rider complaints;
- Ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object;

- Ability to respond (with the hand, finger, or foot) to a signal (sound, light, object) when it appears;
- Ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, objects). It includes the speed with which the correct response is started with the hand, foot, or other body part;
- Ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene; and
- Ability to interpret and apply City, County, State, and Federal regulations.
- Able to work flexible hours and schedules that include weekdays and weekends.
- Able to work overtime as needed.

ESSENTIAL PHYSICAL FUNCTIONS & ENVIRONMENTAL DEMANDS

The job requires working in all weather conditions, sitting for long periods of time in an enclosed vehicle, exposure to disease/infections, dealing with temperamental people, and working with contaminants (e.g., gases and odors).

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*Scanned & emailed to Dave Brandenburg***JOB DESCRIPTION WORKSHEET***11/27/19***Date: 11/14/19****Name of Company: ATA****Position: Bus Driver****JOB EVALUATION**

Task	Occasionally (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Standing	X		
Walking	X		
Sitting			X
Reclining	NA		
Change of Position	X		
Reaching (Extended Hands /Arm)	X		
Reach across Midline	X		
Handling (Hold, Grasp, Seize, Turn)			X
Fingering (Pinch/Pick)	X		
Feeling (Perceive Attributes of Objects)	X		
Crouching/Squatting (Bend Legs/Spine)	X		
Crawling	X		
Balancing	X		
Stooping (Bend at Waist)	X		
Kneeling	X		
Jumping	X		
Stairs	X		
Scaffolding	NA		
Ramp	X		
Pole	NA		
In/Out of Machine	X		
Ladder	NA		

JOB DESCRIPTION WORKSHEET

Position: Bus Driver

MACHINE CONTROL OPERATION

Task	Occasional (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Arm/Hand			X
Leg/Foot			X
Simple Grasp (Grasp Lightly)			X
Firm Grasp(Use Pressure/Force)	X		
Fine Manipulation	X		

In the following graph write in how much weight the individual will be lifting in each category.

Task	Occasionally (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Lifting/Lowering	20# bus hood 20# front bike rack lift. Wheelchair tie down brackets <10#		
Carrying	<10# personal items		
Pushing/Pulling(Force Exerted)	45# manual wheelchair lift mechanism when fully loaded. Door open/close mechanism 5# force x 10 seconds per stop x 50 stops per hour.		

Determined Work Level: 3 Medium work category.

Don Badgering DOT maximum Performance
Company Representative, Title

11-14-19
Date

[Signature]
Company Representative, Title

27 NOV 2019
Date

JOB DESCRIPTION AUTHORIZATION

Instructions: 1) Attach copy of current job description. 2) Circle and Initial the appropriate job level below. 3) Complete company information

Integrative Employee Placement

Level 1	Sedentary Work	Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently. Involves sitting most of the time, but may involve walking or standing.
Level 2	Light Work	Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Required walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.
Level 3	Medium Work	Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly.
Level 4	Heavy Work	Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.
Level 5	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly.

COMPANY INFORMATION

Employee Job Title: Bus Driver Phone #: _____

Company Name: ATA Bus Address: _____

Date: 11-14-19 City/State: _____

Signature of Authorized Person: [Signature]

I would like additional assistance in accurately measuring the physical demands of my job descriptions: Yes No