

JOB DESCRIPTION
BAY METROPOLITAN TRANSPORTATION AUTHORITY
VEHICLE OPERATOR

FLSA:-Non-Exempt from Overtime

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GENERAL SUMMARY: Under the direct supervision of the Operations Supervisor or his/her designated representative, operates BMT transit vehicles both for regularly scheduled linehaul and special services.

PRINCIPAL DUTIES

1. Operates all transit vehicles.
2. Operates all equipment, including but not limited to, radios, lifts, and fareboxes.
3. Assists passengers board and de-board vehicles including but not limited to, boarding, deboarding, and securing passengers onto accessible equipment.
4. Calls out streets, as required under the American with Disabilities Act (ADA).
5. Maintains data and statistics on passengers, mileage, ridership records, work time and all related records.
6. Prepares and reports all accident and/or incident on forms provided by the Authority.
7. Fuels vehicles as required.
8. Provides information on routes, fares, schedules, transfers, etc. To passengers and the general public.
9. Records and reports complaints and suggestions for passengers.
10. Responsible for assuming control of vehicles, including but not limited to, reporting unruly or violent passengers to appropriate supervisor(s).
11. Operates two-way radio in accordance with rules and regulations.
12. Operates farebox, making sure that correct fare is deposited. Obtains verification from passengers depositing reduced fares.
13. Issues, receives and processes transfers.
14. Properly adjusts route and destination signs.
15. Maintains a neat and tidy vehicle.
16. Keeps vehicle properly lighted, heated, ventilated and air-conditioned.
17. Performs other tasks as assigned.

REPORTING RELATIONS

1. Reports directly to the Dispatchers and Operations Supervisor.
2. Vehicle Operators do not supervise other employees.

KNOWLEDGE/EDUCATION/EXPERIENCE

1. Job requires a Valid Michigan Commercial Drivers License with appropriate endorsements.
2. Must successfully pass the Company physical examination, including testing negative for drugs and alcohol.
3. Must successfully complete the Authority's drivers training program.
4. Must be able to communicate effectively with passengers and represent Bay Metro Transit in positive manner.
5. Knowledge of Bay County is desirable.

See attached Physical requirements (Also Applies to Service Workers)

Approved by: _____ Title: General Manager Date: _____

PHYSICAL REQUIREMENTS

The purpose of the physical requirements is to determine a driver's physical qualification to operate a Bay Metro Vehicle. The medical examiner must be familiar with the driver's responsibilities and work environment using this Job Description.

Diabetes

Must not have uncontrolled diagnosis of diabetes.

Cardiovascular Condition

Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse or congestive cardiac failure.

Respiratory Dysfunction

Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with ability to control and drive a Bay Metro Transit Bus.

Does not have Obstructive **Sleep Apnea** Syndrome that may cause excessive daytime sleepiness.

Hypertension

Has no current clinical uncontrolled high blood pressure likely to interfere with ability to operate a Bay Metro Transit vehicle safely.

Epilepsy

Has no established medical history of uncontrolled epilepsy. Drivers with a history of epilepsy/seizures may be qualified to drive if seizure-free for a 5-year period or more.

Mental Disorders

A person is physically qualified if they have no mental, nervous, organic or functional disease or psychiatric disorder that could result in sudden loss of control.

Hearing

Must be able to hear normal conversational speech. No Significant hearing loss that is not correctable.

PHYSICAL EFFORT

LINEHAUL, SPECIAL SERVICE AND TRIPPER ROUTES (BUSES)

1. **Sitting - constant:** Operators require the ability to sit for prolonged periods, and the agility to move rapidly in, out and around the vehicles to attend to the needs and safety of their passengers. Sufficient forward and lateral reach is required to safely operate the vehicle.
2. **Standing/Walking - occasional:** Operator is expected to leave the driver's seat to attend to the needs of the passengers, particularly, to assist passengers boarding and de-boarding the vehicle.
3. **Postural Change/Reaching - frequent:**
 Gearshift, steering wheel, starter button, and air brake control are located on the dash or next to the driver requiring a maximum reach from the seat of up to 34 inches.
 Windshield wipers, heater and fan controls, light, door opener, etc. are located on a panel that extends from 4 inches to 33 inches from the dash.
 Radio and receiver may be located in various positions and may have 12 inch to 32 inch reach
 Emergency hatches, which are also used to provide ventilation in the vehicle, are located in the roof of the bus, up to 78 inches from the floor.
 Locking device or tie downs used to secure wheelchairs requires a significant amount of stooping, kneeling, crouching and lifting. Vehicles have the capacity for one to five wheelchairs.
4. **Lifting - occasional:** The amount of physical assistance required would depend on the passengers and their extent of disability.
5. **Push-Pull - occasional:** To operate lifts and to secure passengers using either the locking device or tie down systems. Frequency would vary, dependent on the route.
 Emergency hatches, which are also used to provide ventilation in the vehicle, are located in the roof of the bus, up to 78 inches from the floor. To open the emergency hatches, operator must push up on the hatch. The force measured at 72.5 lbs. Locking device or tie downs used to secure wheelchairs requires the operator to stoop, kneel, crouch, lift and reach. Measured at 30-lbs. pull.
6. **Stair Climbing - occasional:** Ascending and descending in and out of the vehicle requires negotiation of steps.
7. **Handling/Fingering - occasional:** Operators must demonstrate sufficient fine motor coordination and dexterity to operate the numerous switches, buttons, and levers required for safe operation of the vehicle. Due to the location of controls around the operator, this job would appear to require use of two hands.
8. **Talking/Hearing/Seeing - constant:** Must demonstrate sufficient visual acuity and hearing to operate the bus in a safe manner. Operators are responsible to hear and respond to their passengers and the general public's request for information. Operators are required to verbally call out the names of the streets along their routes.

Summary:

Operators, especially when expected to handle the bus lifts and passenger's wheelchairs would place within the medium range of physical demand characteristics, according to the United States Department of Labor. **Within the medium level, the operator would be expected to manage 50 pounds on an occasional basis (0-33% of the workday), 20 lbs. On a frequent basis (34-66% of the workday), and 10 lbs. on a constant basis (67-100% of the workday).**

PHYSICAL EFFORT

BAY DART ROUTES (VANS)

1. **Sitting - constant:** Operators require the ability to sit for prolonged periods, and the agility to move rapidly in, out and around the vehicles to attend to the needs and safety of their passengers. Sufficient forward and lateral reach is required to safely operate the vehicle.
2. **Standing/Walking - occasional:** Operator is expected to leave the driver's seat to attend to the needs of the passengers, particularly, to assist passengers boarding and de-boarding the vehicle.
3. **Postural Change/Reaching - frequent:**
Gearshift, steering wheel, starter button, and air brake control are located on the dash or next to the driver requiring a maximum reach from the seat of up to 34 inches.
Windshield wipers, heater and fan controls, light, door opener, etc. are located on a panel which extends from 4 inches to 33 inches from dash
Radio and receiver are located overhead up to 55 inches from the floor, and 36 inches from the front of the vehicle.
Emergency hatches, which are also used to provide ventilation in the vehicle, are located in the roof of the bus up to 78" from the floor.
Locking device or tie downs used to secure wheelchairs requires a significant amount of stooping, kneeling, crouching and lifting. Vehicles have the capacity for one to five wheelchairs.
4. **Lifting - occasional:** The amount of physical assistance required would depend on the passengers and their extent of disability.
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