

JOB DESCRIPTION
BAY METROPOLITAN TRANSPORTATION AUTHORITY
VEHICLE OPERATOR

FLSA:-Non-Exempt from Overtime

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.

This is a safety sensitive position and is subject to drug and alcohol testing as defined in Bay Metropolitan Transportation Authority's Drug & Alcohol Testing Policy for Safety Sensitive Employees.

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, debarking, 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.
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).**

JOB DESCRIPTION
BAY METROPOLITAN TRANSPORTATION AUTHORITY
SERVICE WORKER

GENERAL SUMMARY: Under the direction of supervision, performs servicing operations to the Authority's vehicles, buildings and grounds. It is understood that a service worker may be called upon to perform any duties not classified as skilled labor and will be required to drive bus routes, as needed.

This is a safety sensitive position and is subject to drug and alcohol testing as defined in Bay Metropolitan Transportation Authority's Drug & Alcohol Testing Policy for Safety Sensitive Employees.

PRINCIPAL DUTIES

Vehicle Maintenance:

1. Shifting and driving vehicles in storage area, to and from hoist, and/or service lane.
2. Servicing coaches in the fuel lane. Includes driving coach from storage lane to fuel lane; fueling, sweeping, vacuuming inside of coach; dumping of fare-box; dusting of dash, seat, window ledges; coach window washing, hand washing difficult exterior spots on coaches; driving through wash rack and parking coach in proper pull out lane.
3. Checking engine oil, transmission oil, water levels.
4. Checking for bad tires, accident damage, burned out running lights.
5. Steam cleaning engines, batteries, wheels.
6. Making road calls for bus change offs.
7. Change defective running light bulbs and defective mirrors.
8. Clean equipment and clean and clear his/her own work area.

Building and Grounds Maintenance:

1. Assist Building and Grounds supervisors or perform the duties in the removal of snow and ice from all Authority premises (both manually and with snow plow).
2. Assist or perform repair, maintenance and installation of such things as bus shelters, bus stop signs, posts, hoists, coach vacuum cleaning system, wash rack and controls, and sprinkler systems.
3. Assist in or perform tasks related to landscaping care (lawn, shrubs, flowers, plants and trees).
4. Mop and buff floors.
5. Surface or resurface doors, walls, ceilings, and floor areas with materials of paints, tile, carpet, paper, fabric coverings, etc.
6. Clean floors using both manual and power floor sweeper/scrubber/buffer/mops, etc. Wash down floor areas with hoses, scraping of accumulated dirt/grease from floor surface.
7. Change defective running light bulbs and defective mirrors.
8. Clean floor drains.
9. Wash garage doors, clean windows.
10. Assist in the delivery and removal of supplies.
11. Trash removal.
12. Responsible for reporting any conditions requiring building maintenance to the supervisors.

REPORTING RELATIONS

1. For assignments as a Service Worker (Vehicle Maintenance) report directly to the Maintenance Supervisors.

2. For assignments as a Service Workers (Building and Grounds Maintenance) report directly to the Building and Grounds Supervisors.
3. For assignments as a vehicle operator and for reporting to or off work, report directly to the Dispatchers.

KNOWLEDGE/EDUCATION/EXPERIENCE

1. Job requires education equivalent to completion of high school.
2. Must possess and maintain a valid Michigan Commercial Drivers' License with appropriate endorsements to operate the Authority's vehicles and equipment.

Approved by: _____ Title: General Manager Date: _____

Vehicle Maintenance:**PHYSICAL EFFORT**

Sitting - occasional (0-33% of the workday): Limited to operation of Authority vehicles and equipment (fork lift, floor scrubber, truck-snow plow, etc.).

Standing/.Walking - constant (67-100% of the workday)

Lifting - frequent (34-66% of the workday): Required to handle numerous weighted supplies, tools and equipment such as: mop bucket (1/4 full of soapy water = 40 lbs); fare box (empty = 10 lbs); floor grates (lifted to clean floor drains = 55 lbs); concrete bags (80 lbs); fire extinguisher are lifted off the walls and out of the vehicles 2X year and carried to a central location within the garage for testing (10 lb. System = 18 lbs); snow shoveling.

Push/Pull - frequent (34-66% of the workday): Frequently handled supplies/equipment include, but are not limited to, mop pail (push 10 lbs/pull 12 1/2 lbs); floor buffer (lbs); 55 gallon barrels to assist mechanics with moving drums using dollies (grease barrel 400-500 lbs; oil barrel 375 lbs); high pressure washer (1200 lbs hot water pressure); pull force to lift engine compartment door (20-45 lbs).

Reach/Postural Change - frequent (34-66% of the workday): Required to reach through whole body range of motion while performing routine job tasks. Awkward positioning and reach required when checking fluid levels in the engine compartments. Dip sticks are positioned in different locations, height dependent on the engine type. Fuel, oil and antifreeze hoses are located overhead (maximum height = 80" from the floor) on spring loaded reels. Emptying fare-boxes require stooping, kneeling or sitting on the bus floor to unlock the fare-box vault door. Weight of an empty canister = 10 lbs).

Handling/Fingering - constant (67-100% of the workday): Due to the variety of assigned tasks, the position of service worker is considered to be two-handed.

Seeing - constant (67-100% of the workday): Require sufficient visual acuity to safety drive Authority vehicles and to physically service and maintain the vehicles, building and grounds.

SUMMARY: The position of service worker is placed within the heavy range of physical demand characteristics according to the United States Department of Labor. Within the heavy level, an employee would be expected to manage 100 lbs. On an occasional basis (0-33% of the workday); 50 lbs on a frequent basis (34-66% of the workday), and 20 lbs. On a constant (67-100%) of the workday. **It is important to note that not all tasks require the management of 100 lbs. Many of the job tasks could be safely accomplished within the medium range (50 lbs occasional basis, 20 lbs. Frequent. and 10 lbs. constant).**

1. Must not have a fear of heights.
2. Must have Chemical tolerance to detergents and fumes.

Building and Grounds Maintenance:**PHYSICAL EFFORT**

Sitting - occasional (0-33% of the workday): Limited to operation of Authority vehicles and equipment (fork lift, floor scrubber, truck-snow plow, etc.).

Standing/.Walking - constant (67-100% of the workday)

Lifting - frequent (34-66% of the workday): Required to handle numerous weighted supplies, tools and equipment such as: mop bucket (1/4 full of soapy water = 40 lbs); fare box (empty = 10 lbs); floor grates (lifted to clean floor drains = 55 lbs); concrete bags (80 lbs); fire extinguisher are lifted off the walls and out of the vehicles 2X year and carried to a central location within the garage for testing (10 lb. System = 18 lbs); snow shoveling.

Push/Pull - frequent (34-66% of the workday): Frequently handled supplies/equipment include, but are not limited to, mop pail (push 10 lbs/pull 12 1/2 lbs); floor buffer (lbs); 55 gallon barrels to assist mechanics with moving drums using dollies (grease barrel 400-500 lbs; oil barrel 375 lbs); high pressure washer (1200 lbs hot water pressure); pull force to lift engine compartment door (20-45 lbs).

Reach/Postural Change - frequent (34-66% of the workday): Required to reach through whole body range of motion while performing routine job tasks. Awkward positioning and reach required when checking fluid levels in the engine compartments. Dip sticks are positioned in different locations, height dependent on the engine type. Fuel, oil and antifreeze hoses are located overhead (maximum height = 80" from the floor) on spring loaded reels. Emptying fare boxes require stooping, kneeling or sitting on the bus floor to unlock the fare box vault door. Weight of an empty canister = 10 lbs).

Handling/Fingering - constant (67-100% of the workday): Due to the variety of assigned tasks, the position of service worker is considered to be two-handed.

Seeing - constant (67-100% of the workday): Require sufficient visual acuity to safety drive Authority vehicles and to physically service and maintain the vehicles, building and grounds.

SUMMARY: The position of service worker is placed within the heavy range of physical demand characteristics according to the United States Department of Labor. Within the heavy level, an employee would be expected to manage 100 lbs. On an occasional basis (0-33% of the workday); 50 lbs on a frequent basis (34-66% of the workday), and 20 lbs. On a constant (67-100%) of the workday. **It is important to note that not all tasks require the management of 100 lbs. Many of the job tasks could be safely accomplished within the medium range (50 lbs occasional basis, 20 lbs. Frequent. And 10 lbs. constant).**

1. Must not have a fear of heights.
2. Must have Chemical tolerance to detergents and fumes.