

South East Area Transit

Job Description

Revised May 15, 2012 skc

Revised July 14, 2015 drg

Revised June 20, 2016, HS

OPERATOR

JOB STATEMENT

The Operator is responsible for operating any SEAT revenue vehicle, in a safe, professional manner. The Operator is also responsible for collection and recording of fares and passenger counts and providing for the safety and efficiency of passengers. The Operator reports directly to the Operations Director on a daily basis.

Bargaining Position?	Yes
FLSA Status:	Hourly/Non-Exempt
Working Conditions:	100% in Vehicle
Supervisory Responsibilities:	None

REQUIREMENTS

- 18 years of age
- High School diploma or equivalent
- State of Ohio Commercial Driver's License (CDL)
- Minimum of: Class B, Endorsement P
- Ability to understand and adhere to oral and written instructions
- Possess good writing, reading and communication skills
- Pass standard DOT Physical and substance abuse test annually
- Pass pre-employment and random drug & alcohol test as required
- Pass a criminal background check
- Pass a MVR background check
- Comply with SEAT's Policies and Procedures, in accordance with the Collective Bargaining Agreement.
- Must submit documentation supporting U.S. citizenship or alien lawfully authorized to work in the U.S. in accordance with SEAT's obligation under Immigration Reform & Control Act of 1986.
- Be physically able to push, pull or lift a minimum of 50 pounds

PHYSICAL QUALIFICATIONS

According to law, a person may not drive a commercial motor vehicle unless he is physically qualified to do so. If the driver has selected Category one and the BMV Self-Certification Form, he/she must provide the employer with a

copy of the medical examiner's certificate showing that he/she is physically qualified to drive a motor vehicle.

Operators are qualified to drive a motor vehicle if they:

1. Have no loss of a foot, leg or hand, or has been granted a waiver;
2. Have no impairment of: a hand or finger which interferes with prehension or power grasping; an arm, foot or leg which interferes with the ability to perform normal tasks associated with operating a motor vehicle; or any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a motor vehicle; or has been granted a waiver;
3. Has no established medical history or clinical diagnosis of diabetes mellitus currently required insulin for control;
4. 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;
5. Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with his/her ability to control and drive a motor vehicle safely;
6. Has no current clinical diagnosis of high blood pressure likely to interfere with his/her ability to operate a motor vehicle safely;
7. Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with his/her ability to control and operate a motor vehicle safely; Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a motor vehicle.
8. Has no mental, nervous, organic or functional disease or psychiatric disorder likely to interfere with his ability to drive a motor vehicle safely.
9. Has distant visual acuity of at least 20/40 in each eye without corrective lenses or visual acuity separately corrected to 20/40 or better with corrective lenses, distant binocular acuity of at least 20/40 in both eyes with or without corrective lenses, field of vision of at least 40 degrees in the horizontal meridian in each eye and the ability to recognize the colors of traffic signals and devices showing standard red, green and amber.
10. First perceives a forced whispered voice in the better ear at not less than 5 feet with or without the use of a hearing aid or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to

American National Standards;

11. Does not use a Schedule I drug or other substance, an amphetamine, a narcotic, or any other habit-forming drug, except that a driver may use such a substance or drug if it is prescribed by a licensed medical practitioner who is familiar with the driver's medical history and the prescribed drug will not adversely affect the driver's ability to safely operate a motor vehicle; and
12. Has no current clinical diagnosis of alcoholism.

DUTIES AND RESPONSIBILITIES

There are three (3) major areas of responsibilities;

1. Operate SEAT vehicles in a safe and professional manner.
2. Collect and record passenger fare and counts.
3. Monitor and report operational condition of SEAT vehicles.

1. Operate SEAT vehicles in safe and professional manner.

- a. Safety of passenger and employee is #1 responsibility;
- b. Exercise professionalism at all times;
- c. Operate vehicle on assigned route following guidelines and procedures outlined in SEAT Policy and Procedure Manuals, as well as the SEAT Employee Manual;
- d. Understand and adhere to all policy, procedure and guidelines as outlined in SEAT Policy and Procedure Manuals, as well as the SEAT Employee Manual;
- e. Comply with all local, state and federal regulations;
- f. Inform and distribute information to passengers as directed;
- g. Assist passengers with boarding and/or de-boarding;
- h. Keep vehicle clean and clear of all safety hazards;
- i. Comprehend full knowledge of all SEAT routes and schedules and operate vehicles in compliance with same;
- j. Control the heating/cooling and/or lighting system of vehicle so as to maximize the comfort of passengers;
- k. Monitor and operate vehicle radio in order to maintain constant contact with base;
- l. Other duties as assigned.

2. Collect and record passenger fare and count.

- a. Collect fares in accordance with SEAT policy and procedure;
- b. Issue and collect transfers in accordance with SEAT policy and

procedure;

- c. Record passenger counts in accordance with SEAT policy and procedure;
- d. Cooperate and assist with special counts and surveys of transit related activities as directed;
- e. Input data into tablet on route in order to assure accuracy, and be certain that data entered into tablet is correct, or as close to correct as the circumstances allow;
- f. Other duties as assigned.

3. Monitor and report operational condition of SEAT vehicle.

- a. Perform Pre/Post Trip Inspection report in accordance with SEAT policy and procedure and FTA and ODOT, Office of Transit requirements;
- b. Report any defects immediately upon detection;
- c. Inspect inside of vehicle for garbage, lost items, damage and/or safety hazards;
- d. Complete accident/incident reports when appropriate;
- e. Other duties as assigned.

I have fully read and understand the terms of this job description as stated above.

Employee signature _____

Date _____

Supervisor Signature: _____