



Job Description

JOB TITLE: Operator – Bus & Lift
SUPERVISOR: Operations Supervisors
REPORTS TO: Operations Manager
PAY TYPE: Nonexempt, Union

JOB DESCRIPTION: To operate any KAT vehicle providing friendly, professional and safe service to the public that uses KAT Public Transportation. Driving in a safe and careful manner according to the laws of the State of Tennessee and the rules and regulations of KAT in all types of weather and traffic conditions. Drives a bus, large or small on a set route to transport passengers. They are responsible for passenger safety and customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Follow a route and schedule
Pick up and drop off passengers at designated stops
Help passengers board and exit the bus, especially those with disabilities
Obey traffic laws and transit regulations
Follow procedures to keep passengers safe
Provide excellent customer service
They must assist clients with disabilities
Adhere to company policies
Bus attendants work with the driver to ensure that passengers are picked up and dropped off at the correct location on time.
May also assist passengers from the curb to the bus.
To report for duty at designated times or as assigned, well groomed, in full regulation uniform and in possession of all necessary equipment.
Perform pre-trip inspection of assigned vehicle and report any defects.
Follow both written and oral instructions and operate vehicle in accordance with printed schedules.
Have full knowledge of routes, schedules and fares and provide this information to passengers in a courteous and professional manner upon request.
Properly operate vehicle over prescribed route, following a time schedule.
Use correct safety procedures to operate lift and secure passengers in wheelchairs and other assistive devices when assisting passengers with disabilities. Must also be sensitive to their needs.
Collect proper fares and punch transfers.
Operate two-way radio system in accordance with KAT policy.
Submit written reports on accidents and unusual occurrences, as required.
Make announcements, as required by the ADA, upon approaching designated intersections.
Conduct and submit written reports on passenger and fare counts, as required.
Be an outstanding representative of the Company and the City of Knoxville at all times.
Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Must be a minimum age of 21 years
Must have a high school diploma or equivalent.
Possess a valid Tennessee Driver's License with required endorsements



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Must be able to possess and/or obtain a CDL B with Air & Passenger Endorsements
Must be able to pass and obtain a DOT Physical every two years
Must meet the requirements of the Company's Substance Abuse Policy.

JOB KNOWLEDGE, SKILLS & ABILITIES *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

A good knowledge of the street and highway systems of Metropolitan Knoxville.
Must be able to add, subtract, multiply, divide, tell time and read a map.
Must be able to communicate with passengers and write reports of activities in English.
Must be able to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
Knowledge of Federal Transit Administration (FTA) rule, regulations and guidelines.
Knowledge of metropolitan Knoxville Street systems, peak traffic times and locations, and the effects of weather on street conditions.
Knowledge of the State of Tennessee Motor Vehicle Code and City of Knoxville ordinances and regulations related to motor traffic control.
Knowledge of routes, schedules and fares and provide this information to passengers in a courteous and professional manner upon request.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Essential functions require the ability to sit in a transit vehicle up to ten hours; use legs to apply pressure for braking of transit vehicles;
Use arms, wrists and hands to turn steering wheel of transit vehicle and to adjust all vehicle mirrors to gain necessary line of vision to maneuver vehicle safely; maneuver approximately **350 pounds (passenger in wheelchair)**;
Maintain full and complete use of all limbs to operate vehicle controls;
Reach, climb, stand, walk, bend, stoop, crouch and kneel to inspect vehicle or assist passengers; push, pull or maneuver passenger mobility devices;
Lift approximately 30 pounds;
Maintain distance vision acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity corrected to 20/40 (Snellen) in both eyes with or without corrective lenses; maintain field of vision of at least 70 degrees in the horizontal meridian in each eye, and recognize the colors of traffic signals and devices showing standard red, green and amber;



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Hear unimpaired or correctable to minimum requirements of Section 391.41 CDL Physical Standards; meet all other minimum requirements of Section 391.41 CDL Physical Standards.

WORK ENVIRONMENT:

Work is performed on a multi-passenger vehicle.

Work is performed in a motor vehicle and will require you to go in and out of all weather conditions. The employee is exposed to noise, fumes or airborne particles, vibration, contagious or infectious diseases, and occasionally to inclement weather.

Employee is exposed to all different kinds of people within the general public, and we can be around various elements of that.

The employee may occasionally experience work place pressure.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. If reasonable accommodations are needed, please get with HR Department and note a need on this job description when you sign it.

Employee _____ Date _____

Print Name: _____

____ Yes I may or I am in need of a reasonable accommodation.