

# TRANSIT AUTHORITY OF NORTHERN KENTUCKY

## POSITION DESCRIPTION

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August 2018

Position Title: Fixed Route Operator

Dept./Division: Operations

Reports to: Manager of Transit Operations

FLSA Status: Non-exempt

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### **JOB SUMMARY:**

Under the direction of the Manager of Transit Operations, provides safe, efficient and on-time delivery of passengers by means of public transportation.

### **ESSENTIAL FUNCTIONS:**

- Drives one of several different coach styles in a safe, courteous, and reliable manner along a designated route within a defined time schedule.
- Notifies dispatch of deviations, overload, accidents, or passenger incidents.
- Notifies dispatch of passenger's medical or behavior problems and or mechanical or electrical problems with the coach.
- Stops at designated points to load and/or unload passengers.
- Stays abreast of route and schedule changes as well as detours.
- Administers TANK's fare policy and sees that fares are deposited into the farebox and distributes transfers through the farebox.
- Dispenses information to customers on routes, schedules and other services.
- Advises customers of rules and regulations when necessary.
- Completes and submits written reports concerning passenger incidents along with preventable and non-preventable accidents.
- Operates on-board computers for farebox, destination signs, electronic annunciation of stops (when available) and for communications with dispatch.
- Calls out major bus stops and transfer points when the electronic annunciator system is not available.
- Assists in the boarding/alighting of passengers in wheelchairs and is responsible for the proper securement of the wheelchair.
- Performs other duties as assigned.

### **PHYSICAL DEMANDS:**

- Must be able to sit for extended period.
- Must be able to stand and move about.
- Must be able to walk up and down the steps of the bus multiple times throughout the shift.
- Must be able to stoop and bend to secure wheelchairs.
- Must be able to push and pull to assist passengers in wheelchairs.

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- Must be able to reach out and have the finger dexterity to use MDT unit radio system.
- Must be able to reach up and out to program farebox and change destination sign
- Must be able to read and comprehend written material.

**LICENCES REQUIRED:**

- Commercial driver's license with passenger and airbrake endorsements.
- Must be able to meet and pass DOT medical requirements needed to maintain a CDL.

**SUPERVISORY RESPONSIBILITIES:**

- None

**INTERNAL & EXTERNAL CONTACTS:**

**TYPE:**

Internal Staff  
Passengers

Various  
Transportation

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*This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. An incumbent may be asked to perform other duties as required.*

January 31, 2019