

# TRANSIT AUTHORITY OF NORTHERN KENTUCKY

## POSITION DESCRIPTION

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November 2015

Position Title: Fixed Route Operator

Dept./Division: Operations

Name of Incumbent: Numerous

Reports to: Manager of Dispatch

Employment Status: Full Time/Part Time

FLSA Status: Non-exempt

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### **JOB SUMMARY:**

Under the direction of the Manager of Dispatch, 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.
- Assumes additional responsibilities as required.

**PHYSICAL DEMANDS:**

- Must be able to meet and pass DOT medical requirements needed to maintain a CDL.
- Must be able to walk up and down at least 3 steps on the bus multiple times during a shift
- Must be able to sit for extended periods of time (approximately 80% of shift)
- Must be able to get up and move around and about the bus (approximately 20% of shift)
- Must be able to stoop or bend to secure wheelchairs (approximately 5-10% of shift)
- Must be able to push and pull passengers in wheelchairs (up to 20 lbs., approximately 1% of shift)
- Must be able to reach up and out to program farebox and change destination sign (approximately 1% of shift)
- Must be able to read and comprehend written material.

**LICENCES REQUIRED:**

- Commercial driver's license with passenger endorsement.

**SUPERVISORY RESPONSIBILITIES:**

- None

**INTERNAL & EXTERNAL CONTACTS:**

Internal Staff  
Passengers

**TYPE:**

Various  
Transportation