



**ADMINISTRATION**  
Human Resources

**JOB TITLE: BUS OPERATOR**

**DEPARTMENT: PUBLIC WORKS**

**JOB CLASS NUMBER: 7511**

**DIVISION: TRANSIT**

**REVISION DATE: 12.15.2021**

*[Signature]*  
Acceptance - Department Head

**COMP TIME / OVERTIME ELIGIBILITY CODE: CIRCLE ONE: R N E**

**FLSA:** Exempt Non-Exempt

**DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:**

Bus Operator

**EXAMPLES OF DUTIES:**

- Will work a variety of hours, including shift work, from 5:45 A.M. to 10:30 P.M.
- Six- (6) day work week; Sundays off.
- Must be able to document farebox readings.
- Prepare daily operating and accident reports.

**TRAINING AND EXPERIENCE:**

- Must have a high school diploma.
- Must have at least one (1) year experience in the operation of a vehicle that weighs in excess of 26,000 pounds.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to operate a bus safely when needed.
- Ability to work well with the general public.
- Must be neat and clean in appearance when reporting for work.
- Steady, on-time attendance essential.

**WORKING CONDITIONS and PHYSICAL REQUIREMENTS:**

- Must possess his/her own transportation and telephone.
- If you have worked for a previous Transportation Agency, we will need a two (2) year drug history.
- Must be able to pass a DOT Physical Exam and Drug Screen. (No current heart problems or use of insulin, unless waived by a Doctor under strict restrictions).

**LICENSES and CERTIFICATIONS:**

- Must have a copy of your Driver's License.
- Must have a copy of your Social Security Card.
- Must have a copy of a current Motor Vehicle Report and Criminal History.
- Must have a Valid Louisiana Class B CDL License with (P) Passenger and Airbrakes Endorsement and NO VIOLATIONS or ACCIDENTS within the last three (3) years.

**RATE OF PAY:**

Per Union Contract

**INTERNAL POSTING PERIOD: 4/2 - 4/16/2024**

Position posting goes public after 10<sup>th</sup> day.

