CITY OF MONROE

ADMINISTRATION
Human Resources

JOB TITLE: **BUS OPERATOR**

DEPARTMENT: **PUBLIC WORKS**

JOB CLASS NUMBER: **7511**

DIVISION: **TRANSIT**

REVISION DATE: **12.15.2021**

Acceptance – Department Head

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.*
- *Prepares daily operating and accident reports.*

TRAINING AND EXPERIENCE:

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

KNOWLEDGE, SKILLS AND ABILITIES:

- *Able to operate a bus safely when needed.*
- *Able 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