Campus Bus Operator

**JOB PURPOSE:**

Operates a public transportation vehicle following established routes and schedules while maintaining conformance with public transportation laws, rules, and regulations.

**CHARACTERIS DUTIES AND RESPONSIBILITIES:**

Transports passengers by operating a public transportation vehicle over specified routes or to specified destinations in a safe and efficient manner.

Monitors safety and mechanical devices and warning signals, such as: speedometer, water temperature gauge, oil pressure gauge, engine warning lights and buzzers, etc.

Operates mechanical and electronic devices on the public transportation vehicle, including front and rear doors, wheelchair lift or ramp, wheelchair securement devices, bus kneeling device, radio, Automatic Vehicle Location (AVL) devices, passenger counters, destination signs, public address systems, heating and ventilating equipment, safety devices and warning lights, etc.

Maintains positive customer relations with passenger, drivers of other vehicles on the street and pedestrians.

Performs pre-and post-trip inspections of assigned vehicle.

Prepares logs, forms and reports on ridership and operations of the vehicle.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of traffic regulations and rules and regulations regarding public transportation.

Knowledge of safety precautions and practices in the operation of public transportation vehicles.

Ability to know your location in relation to the environment or know where other objects are in relation to you and the vehicle.

Ability to read and understand written instructions, hear and understand verbal instructions and to maintain legible records.

Ability to establish and maintain effective relationships with a diverse population and effectively communicate with passengers, members of the public and other staff.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**
**Education:** High School or GED and completion of bus operator training program.

**Experience:** One year experience driving public transportation vehicles

**Certifications/Licenses:** CDL license class B with passenger and air brake endorsements and ability to be insured by Indiana University.

These are *Safety Sensitive* positions as defined by the Federal Transit Administration and are therefore subject to all current and future FTA Drug and Alcohol Testing Regulations.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, driving, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, fingerling, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Spends most time working in an enclosed environment. May be exposed to occasional adverse environmental conditions such as heat, cold and inclement weather.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.