

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Transit Bus Operator

**Reports to:** SWO DOT and Community Transit

**Position:** Full or Part-Time

### **General Duties of SWST Transit Bus Drivers:**

Under supervision of the SWO DOT and Community Transit drivers will be responsible for their buses and the safe transport of their passengers to specified routes and destinations on the Lake Traverse Reservation and surrounding areas, according to an established time schedule. Schedules and shifts may vary.

### **Duties and Responsibilities:**

- Drive the Transit buses on scheduled routes to transport the public to respective destinations.
- Perform pre-trip inspection on transit vehicles to ensure all functions of the bus are accurately operating to ensure compliance with regulatory safety precautions.
- Performs routine and operational maintenance on the bus and reports to proper personnel, routine maintenance and repairs including needed oil changes, tire repairs and changes, physical damage to vehicles, flushes, etc.
- Comply with all traffic regulations and report any accidents.
- Keep interior and exterior of vehicles clean.
- Regulate heating, lighting, and ventilating systems for passenger comfort.
- Communicate with dispatcher as to delays and/or problems with passenger pick up.
- Keep vehicles fueled.
- Assist passengers in boarding and with packages if necessary.
- Collect donations or fares, count and submit to office.
- Project a positive image to the public and provide exceptional customer service skills speaking in a friendly and professional manner.
- Perform duties in a manner consistent with safe practices and policies.
- Submit daily time sheets and complete daily and monthly bus reports.
- No smoking on or near the vehicles
- Attend meetings, trainings, and seminars as deemed necessary.
- Any other duties as assigned by the Administrators.

### **Job Requirements:**

- Reasonable accommodations may be made to enable individuals who are challenged to

- perform essential job duties
- Safe driving record.
- Demonstrated ability to drive all transit vehicles in a safe manner.
- Maintain good personal hygiene at all times and wear the uniforms when provided.
- Ability to operate a variety of communication equipment, including two-way radio, mobile phone, and computer mobile dispatch and scheduling transit system.
- Mathematical skills to add, subtract, multiply and divide using numbers.
- Effective communication skills with transit staff and the public.
- Ability to apply common sense understanding to perform detailed but uninvolved written and verbal instructions.
- Ability to work with and get along with people in all areas of life by being courteous, respectful and helpful.
- Ability to be punctual.

**Education and Experience:**

- High School diploma or general education degree.
- Ability to complete reports by writing and adding numbers.

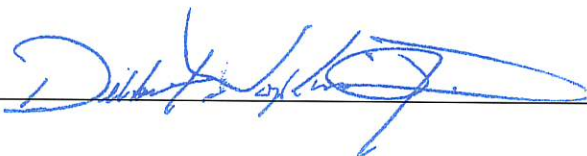
**Certifications, Licenses and Examinations:**

- Valid South Dakota Driver's License.
- A South Dakota commercial driver license with passenger endorsement is not required however is encouraged.
- Federal Regulations require pre-employment, reasonable, suspicious, random, post-accident and return to duty drug and alcohol testing.
- Maintain current training and certifications as deemed necessary for transit operations including but not limited to CPR, First Aid, PASS (wheelchair lift) training for ramp, lift and securement, passenger sensitivity, defensive driving, fire safety, and evacuation training, etc.

**Physical and Environment Demands:**

- Physical stamina to lift, carry, pull, push and or otherwise move when transporting individuals and using other equipment. Ability to lift and move 50 pounds.
- Ability to push and pull wheelchairs for challenged passengers.
- Hearing in the normal audio range with or without correction.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Drive in extreme and fluctuating outside weather and road conditions.

Approved \_\_\_\_\_



Date 4-22-2022