

### Bus Operator

<b>DEPARTMENT</b>	TRANSPORTATION	<b>AGENCY</b>	UCHRA
<b>REPORTS TO</b>	COUNTY COORDINATOR	<b>WORK LOCATION</b>	COUNTY OFFICE
<b>SOC CODE</b>	53-3052	<b>EMPLOYMENT</b>	FULL-TIME
<b>FLSA STATUS</b>	NON-EXEMPT	<b>DATE REVISED</b>	01/15/2020

### AGENCY REQUIREMENTS

*The Upper Cumberland Development District and Human Resource Agency manage many vital programs designed to support the societal infrastructure necessary for a well-rounded community to thrive. Our goal is to provide a social safety net for those going through difficult times and to improve quality of life for all citizens in the region. Both agencies are committed to coordinating our efforts with the state and federal programs we administer and our staff will work closely in conjunction with programs throughout the Upper Cumberland.*

*Staff must be mindful of the Mission, Vision, and Values of the agencies, always maintaining the highest standards in professional development and business activities. Staff will adhere to agency policies and always conduct themselves in a manner that advances the Upper Cumberland Region and the organizations we serve.*

<b>Objective</b>	The Bus Operator will transport persons along a predetermined route in a safe, timely, and courteous manner.
<b>Functions and Duties</b>	<ul style="list-style-type: none"> <li>Observe all traffic and safety regulations</li> <li>Assist passengers as required by Agency policy and procedure</li> <li>Receives daily instruction and route assignments from management</li> <li>Assist in loading wheel chair clients</li> <li>Ensure wheel chair positioning in the vehicle ensuring the passenger and wheel chair are secured properly in accordance with Agency policy and procedure</li> <li>Provides daily vehicle inspections</li> <li>15 hours annual driver training</li> </ul>
<b>Qualifications and Skills</b>	<ul style="list-style-type: none"> <li>Obtain and maintain at a minimum Class "D" Tennessee drivers license with an "F" Endorsement</li> <li>Must be insurable under the Agency's insurance policy</li> <li>Gives permission to a background check and that the background check meets all Non-Emergency Medical Transportation (NEMT) requirements, contract requires, and agency requirements</li> <li>The position requires a negative pre-employment drug test after the job offer by Agency personnel, random drug testing, reasonable drug suspicion/post-accident, and return to duty drug and alcohol testing. Follow up drug testing after returning to duty will also be performed. All are required by the Agency's approved FTA Drug and Alcohol Testing Policy</li> <li>Effective communication both oral and written</li> </ul>
<b>Education, Certifications, and Experience Required</b>	<ul style="list-style-type: none"> <li>Valid Tennessee Driver's License with "F" Endorsement</li> <li>Requires a CDL with a class "A" or "P" endorsement within the first six months of employment</li> <li>The position requires continued education classes to maintain and/or add new certifications.</li> </ul>

This job description is not intended to represent a complete, comprehensive list of all responsibilities and there may be unplanned activities and other duties as assigned. The Upper Cumberland Development District/Human Resource Agency is an Equal Opportunity Employer and is in compliance with the Americans with Disabilities Act.