

**JOB DESCRIPTION**

**JOB TITLE:** BUS DRIVER – PART TIME  
**REPORTS TO:** TRANSPORTATION MANAGER  
**DEPARTMENT:** LCAT  
**CLASSIFICATION:** NON-EXEMPT

**ORIGINAL DATE:** March 2006  
**REVISION DATE:** 6/8/2021  
**DEPARTMENT NO.:** 10-63/64  
**JOB ZONE:** 4.0 to < 6.0

**I. REASONABLE ACCOMMODATION STATEMENT:**

- a. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**II. JOB SUMMARY:** This is a part-time non-exempt position, responsible for the operation of public transit vehicles. Work hours are flexible, and you may be required to drive long distances for regional trips. Occasional work outside of weekly schedule set by LCAT Transportation Manager and Saturday work may be required. This is an on-call position, you must be available by phone not text message.

*The roles, responsibilities, job functions, knowledge, skills and abilities set forth herein may be revised from time-to-time in order to comply with federal and state laws, departmental needs and the changing requirements for this position.*

**III. ESSENTIAL FUNCTIONS:**

- a. Operate vehicles for the public transit deviated fixed route system.
- b. Operate vehicles for the demand response service (i.e. boarding to destination).
- c. Collect fares and sell bus passes to riders.
- d. Fuel bus at the end of shift every night.
- e. Cleaning and disinfecting vehicle during downtime and at the end of every shift.
- f. Documents required procedures and vehicles operating reports (i.e. incident reports).
- g. Fill out completed deficiency reports and turn into Maintenance Coordinator.
- h. Attend / Complete required transportation training and educational seminars as needed.
- i. Must maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, the general public, fellow coworkers and management. Being pleasant with others on the job and displaying a good-natured, cooperative attitude. Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- j. Must be reliable, responsible, dependable, and fulfill obligations.
- k. Must show up to work as scheduled.
- l. Perform other duties as assigned.
- m. May be required to participate for 2-3 years in the WorkWellKS training seminars and the Lyon County, Kansas Wellness Team roles as: Convener, Facilitator, Secretary, Communications/Promotion, Liaison to the Executive, Meaningful Employee Engager, Event Planner, Benefits Liaison, Data Liaison, and/or Facilities.

**IV. QUALIFICATIONS:**

- a. Requires a driving record approved by the agency insuring the public transit vehicles.

- b. Must be able to pass a pre-employment DOT-CDL transportation physical examination. Within a reasonable time after hire, employee must acquire a Commercial Kansas Drivers License with Passenger Endorsement.
- c. EDUCATION: High School Diploma, G.E.D., or equivalent required.
- d. EXPERIENCE: Prior experience driving buses is a plus but will train.
- e. KNOWLEDGE: Must have the ability to receive, read, interpret and follow verbal and written instructions. Required to write and speak English fluently with the ability to speak a foreign language helpful.
- f. SKILLS:
  - i. Computer: Able to operate a tablet.
  - ii. Interpersonal: Ability to work with, relate to and feel comfortable with the general public including the elderly and disabled.
  - iii. Problem Solving: Must have strong organizational and problem-solving skills.
  - iv. Communication: Ability to communicate fluently, both verbally and in writing.
- g. WORKING CONDITIONS: The job involves sitting for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing. Must be able to travel, enter and exit a vehicle without assistance and withstand exposure to various weather conditions.
- h. PHYSICAL REQUIREMENTS: Requires sufficient visual acuity to be able to read, write and operate public vehicles. Requires a sufficient hearing level to operate vehicles and communicate by two-way radio. Occasional requirement to lift items weighting up to 40 pounds to a height of 36 inches. Ability to assist wheelchair bound passengers with loading, unloading and securing wheelchairs during transport.
  - i. **Employees hired after November 1<sup>st</sup>, 2018**: Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American’s with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position. For the Classification Series of LYON COUNTY/CITY OF EMPORIA: LCAT BUS DRIVER: **The Company representative hereby acknowledges the following as valid physical requirements:**
    1. Employee lifts/carries 50 pounds occasionally (less than 33% of the time or 1-100 times per day).
    2. Employee lifts/carries 25 pounds frequently (34%-66% of the time or 100-500 times per day).
    3. Employee lifts/carries 10 pounds constantly (67%-100% of the time or over 500 times per day).
    4. Employee’s position requires pushing a maximum force of 5 pounds.
    5. Employee’s position requires pulling a maximum force of 5 pounds.
  - ii. **SAFE LIFTING CRITERIA:**
    1. **Floor to knuckle:** 45 lbs.
    2. **12” to knuckle:** 45lbs.
    3. **Knuckle to shoulder:** 22.5 lbs.
    4. **Shoulder to overhead:** 22.5 lbs.
    5. **Carry:** 45 lbs.
    6. **Push:** 50 lbs. force (sled +75lbs.)
    7. **Pull:** 100 lbs. force (sled +240lbs.)

**This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).**

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

*By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Lyon County Representative Signature \_\_\_\_\_