# City of Rapid City
## Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Rapid Transit Operator</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>RTSO</td>
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<tr>
<td>EEO Function:</td>
<td></td>
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<tr>
<td>Pay Grade:</td>
<td>AU03</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>12/15/2020</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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</tbody>
</table>

**General Summary:** This position is responsible for operating transit bus to provide public transportation for fixed route and paratransit service passengers.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Operates transit bus to provide public transportation for fixed route and paratransit service passengers while complying with all traffic laws and other required regulations.
- Provides passengers with system information when requested and conducts self in appropriate manner while working in a diverse work environment.
- Performs pre-trip inspection of transit bus prior to beginning shift.
- Maintains working knowledge of streets, current routes, as well as fare structure.
- Assists persons with disabilities while boarding/deboarding bus.
- Operates radio and/or mobile display terminal to communicate with base station or other vehicles.
- Collects, categorizes, and records fares and sells a variety of passes and coupons.
- Maintains working knowledge of wheel chair lift and proper securement of mobility devices.
- Performs fueling according to procedures and cleans both interior and exterior of vehicles.

**Qualifications:**

**Education and/or Experience:**

High school diploma or general education degree (GED) and three months related experience. Equivalent combination of education and bus operation experience is acceptable.

**Certificates, Licenses, Registrations:**

Must possess a valid Class B with airbrakes South Dakota Commercial Driver’s License (CDL) with ability to obtain passenger endorsement within 30 days of hire.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions and vibration. The employee is occasionally exposed to wet and/or humid conditions; extreme cold and extreme heat. The noise level in the work environment is usually loud.
**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.