



**TOLEDO AREA REGIONAL TRANSIT AUTHORITY**

***POSITION DESCRIPTION***

**I. TITLE: *TARTA VEHICLE OPERATOR***

**II. SUMMARY:**

An employee in this classification, under the direct supervision of the Superintendent of Transportation, is responsible for the safe, reliable and friendly transportation of passengers.

**III. DUTIES:**

Performs a daily pre-trip inspection of assigned vehicle  
Operates a TARTA vehicle for the purpose of transporting passengers  
Maintains order during trip and adheres to safety rules and practices  
Maintains appropriate route schedules  
Adheres to all traffic regulations  
Complies with all applicable rules, regulations, laws and TARTA policies and procedures  
Performs a post-trip inspection of assigned vehicle  
Insures that all mobility devices are properly secured as trained  
Reports any maintenance problems in writing  
Reports accidents and incidents in writing as instructed and necessary  
Reports all traffic violations involving personal and TARTA vehicle  
Attend operator meetings and training as required  
Performs other related duties as required

**IV. PERSONAL CHARACTER REQUIREMENTS:**

Self-motivated, works well with minimal supervision  
Trustworthy  
Reliable  
Friendly, with above average interpersonal skills  
High degree of safety awareness

**V. EQUIPMENT OPERATED:**

Agency vehicles  
Wheelchairs lifts, seat belts, and restraints  
Two-way radio  
Mobile Data Computer  
Talking Bus  
Destination Signage  
Farebox

**VI. WORKING CONDITIONS:**

Position may involve exposure to medical and behavioral risks  
Inclement weather and potential hazardous street and highway conditions

**VII. KNOWLEDGE, ABILITIES AND SKILLS:**

- Skill in operating any and all agency vehicles
- Effective communication and responsive listening skills
- Knowledge of the laws, rules and regulations governing the safe operation of a vehicle
- Ability to follow oral and written instructions
- Ability to exercise sound judgment especially in emergency situations
- Ability to establish and maintain harmonious relationships
- Complies with all applicable laws, policy and procedures regarding confidential information
- Must possess physical ability to safely perform use of all equipment
- Must successfully complete New Hire Training

**VIII. MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCES:**

- A. Education:**  
High school diploma or GED
- B. Experience:**  
Five (5) years consecutive licensed driving experience.
- C. Credentials:**  
Candidate must possess valid vehicle operator's license with less than 6 points equivalent Driver's Record, and obtain a valid Ohio Commercial Driver License Permit with Air Brake and Passenger endorsement prior to New Hire Class start date or;  
Candidate must possess a valid Ohio Commercial Driver License with fewer than 6 points equivalent.
- D. Ancillary Training:**  
Required Driver Training
- E. Other:**  
Physical ability to lift, lower and maneuver up to 35 pounds

**Employee must be functionally qualified to perform all of the duties assigned to this position at all times.**

**Must take Bus Operators Selection Survey (BOSS)  
Medical certification as required**

*I have reviewed this position description and understand my job responsibilities. I am currently able to perform the duties with / without (circle one) reasonable accommodations. I understand that if in the future I am unable to perform these duties due to a permanent disability, I will provide human resources with a letter stating so and medical documentation.*

**Print Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resource Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You must obtain your CDL Temporary Permit with Passenger and Air Brake Endorsement prior to beginning class. To assist you in being successful with passing the required testing, you may want to research testing information. We suggest the following videos on YouTube may be of help.

- How to Perform a CDL Class A pre-trip inspection
- Passing the CDL Permit in Ohio
- CDL written test videos
- How to pass a Class B license test

