

**Butler County Regional Transit Authority**  
**Position Opening**

**Position Title:** Paratransit Vehicle Operator  
**Department:** Operations - Hamilton  
**Pay Range:** \$12.00/hour  
**Hours:** 25 – 35 per week  
**Closing:** Interested applicants should submit an application (see [www.butlercountyrta.com/careers](http://www.butlercountyrta.com/careers)) or contact the Human Resource Coordinator at 3045 Moser Ct. Hamilton, OH 45011

**ESSENTIAL JOB FUNCTIONS:**

1. Safely operates vehicles, tests and inspects equipment in accordance with pre-trip vehicle inspection procedures
2. Requests appropriate service and maintenance on BCRTA vehicles when necessary.
3. Safely boards and disembarks passengers providing physical assistance when necessary
4. Collects passenger fares and follows all fare handling procedures.
5. Follows established procedures for handling violent and disruptive incidents, passenger illness and other emergency situations.
6. Maintains proper radio communication with dispatch center, in accordance with BCRTA policy and procedures, and responds to all instructions and related requests on a timely basis.
7. Studies and is familiar with geography of the BCRTA service area. Follows manifests as written and brings scheduling concerns to attention of dispatch and management.
8. Properly maintains vehicle during service: Cleans vehicle at end of shift according to BCRTA policy and procedures, removes ice and slush from vehicles steps and ramps, properly manages vehicle HVAC and lighting, keeps all vehicle entrances, exits, and interior surfaces clear of refuse, etc.
9. Inspects bulletin board and checks mailbox each day.
10. Fills out all forms as required.
11. Reports all accidents immediately and submits a written report within twenty-four hours. Attends court proceeding when necessary.
12. Checks at outer door of pick-up locations before reporting clients as “no-show.”
13. Attends training events and meetings as assigned.
14. Fuels vehicles in accordance with BCRTA policy.
15. Acts as a BCRTA ambassador, projects a positive attitude, and promotes superior customer service.
16. Follows all BCRTA procedures and policies.

This description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Employees are required to perform other related functions as assigned.

**REQUIREMENTS:**

**Physical & Visual Activities:**

Physically and mentally qualified to safely operate transit vehicles and perform all related essential job functions. (Subject to applicable legal requirements, must meet the physical qualification standards specified in the U.S. Department of Transportation Federal Motor Carrier Safety Regulations.)

**ENVIRONMENTAL/ATMOSPHERIC CONDITIONS:**

Occasional exposure to exhaust fumes.

**JOB QUALIFICATION REQUIREMENTS:**

**Skills and Abilities:**

1. Valid Ohio Driver License with less than 4 points
2. Clean local, state, and FBI background screen
3. No record on the Ohio Board of Developmental Disabilities Abuser Registry
4. Ability to pass and maintain a negative drug screen
5. Knowledge of the operation of vehicles
6. Ability to read and interpret maps, documents, and instruments
7. Extensive knowledge of traffic rules and regulations
8. Ability to follow oral and written direction
9. Attention to detail, ability to memorize and retain
10. Some mechanical aptitude
11. Mentally alert, physically capable of boarding and disembarking wheelchair passengers (kneel, bend, and reach tight spaces)
12. Fluently read, write, and speak English
13. Show understanding and aptitude working with disabled persons
14. Work calmly and clearly under stress
15. Perform as a team player

**Experience:**

- Two years commercial vehicle operation preferred

**Education:**

- High School diploma or GED preferred.

**LICENSES/CERTIFICATIONS:**

- CDL preferred but not required.
- Clean motor vehicle record