



## **JOB POSTING**

**Job Title: Part-Time Bus Operator**

**Department: Operations**

### **HARBOR TRANSIT**

*Empowered to serve our customers with professionalism, compassion, understanding, and a willingness to help.*

Harbor Transit has been in operation for over 40 years. It has grown from a small “Dial-A-Ride” service into a public transit authority that serves the communities of Grand Haven, Grand Haven Charter Township, Ferrysburg, the Village of Spring Lake, and Spring Lake Township. It covers a service area of 55 square miles and transports over 250,000 riders a year.

Harbor Transit provides daily transportation service to hundreds of riders going to work, school, medical appointments, and other needed destinations. Its fleet is made up of 28 wheelchair accessible service vehicles and two trolleys. Most of the buses and vans have a low floor and ramp so boarding for those with a wheelchair or walker can be done easily and safely.

We are looking for someone who shares our same values of serving staff and customers with professionalism, compassion, understanding, and a willingness to help. The Bus Operators job duties include transporting tri-cities residents and visitors safely to their destinations via our busses or trolleys and completing daily vehicle inspections. As a Bus Operator, YOU are the face of Harbor Transit, and for that reason, our Bus Operators MUST be safety orientated and provide a high level of internal and external customer service to our customers and staff.

### **A Day in the Life:**

- Operates a transit bus and/or trolley (both standard and lift-equipped) providing safe and courteous door-to-door transportation for all customers within the assigned area of responsibility.
- Provides friendly, courteous, and helpful communication when interacting with passengers and the general public.
- Makes daily inspections of the transit bus for such items as scratches, dents, burned-out lamps, low tire pressure, excessive tire wear, and fluid levels, and performs general cleaning. Prepares pre- and post-trip inspections and maintains related logs.
- Accepts dispatched calls from customers and for service within the service area on an electronic communication system, in addition to completing scheduled routes.
- Assists special needs passengers in boarding and departing the bus via the lift ramp.

- Refuels the transit bus when needed and/or at the end of each shift. Sweeps bus and ensures it is clean and tidy for the next shift.

### **What You Will Need:**

- A high school diploma or equivalent is required.
- Previous experience as public transportation driver is preferred, but not required.
- Thorough knowledge of traffic laws, ordinances, and practices involved with safe vehicle operation.
- Thorough knowledge of streets, geography, and important locations within the service area  
Ability to obtain and maintain a Federal Department of Transportation (DOT) Medical Certification Card.
- Ability to follow the FTA Drug and Alcohol Program, as part of a safety sensitive position.
- State of Michigan Commercial Driver's License (CDL) with the ability to obtain the appropriate endorsement(s), a satisfactory driving record, and the ability to maintain one throughout employment is required.

### **What We Offer:**

- Up to 29 hours a week of work, with an hourly pay range of \$17.25 - \$20.40.
- A paid time off program to help you keep a healthy work/life balance.
- A voluntary 457 plan, through the Municipal Employees' Retirement System (MERS), to help you save for retirement.
- Employee Assistance Program (EAP) for you and your family.

When you become a Harbor Transit employee, you do more than simply change jobs. You become part of the Harbor Transit family, a group of talented individuals who provide superior customer service to their residents and visitors, love their jobs, embrace change, and celebrate the community.

### **How to Apply:**

- View the full job description online at: [www.harbortransit.org](http://www.harbortransit.org)
- Send a cover letter and resume to [sborg@harbortransit.org](mailto:sborg@harbortransit.org)
- Any questions can be directed to Scott Borg, Transportation Director, at 616.842-3220, ext. 5
- Application deadline: open until filled

Harbor Transit is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of race, national origin, religion, sexual orientation, gender, age or disability.