



## Job Description

**Job Title:** Bus Operator

**Department:** Transportation

**Union Affiliation:** ATU  
(Associated dues will apply)

**Supervisor:** Operations Manager

**Status:** Non Exempt

**FTE:** 1.00

**Salary Grade:** 19/20

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Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential.

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

**Job Summary:** Solid Ground Transportation includes para-transit service under contract to King County Metro's Access Services Division and the Vehicle Maintenance Division. Solid Ground Transportation utilizes wheelchair accessible vans to transport passengers, and operates seven days a week.

### Essential Duties, Responsibilities & Tasks:

- 80% Safely transport clients from door of origin to door of destination, including assisting passengers in and out of the vehicle. Maintain a professional, courteous and caring relationship with all passengers and general public. Comply with all city, county, state, federal and Solid Ground safety rules, laws, policies, procedure and regulations.
- 10% Conduct a daily Vehicle Inspection of each vehicle prior to use, and conduct a Post-Trip Inspection at the end of each shift. Report all vehicle safety concerns and malfunctions to supervisor or maintenance staff. Clean vehicle interior on a daily basis including sweeping floors and wiping down surfaces.
- 5% Complete required paperwork, including accurately reporting all trips delivered, reporting unsafe sites, and passenger safety concerns to supervisory staff.
- 5% Participate in all mandatory Safety meetings and Refresher trainings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Education & Experience:**

- Drivers must successfully complete 80 hours of employer training upon hire, including First Aid/CPR, Smith System Defensive Driving, Passenger Assistance Techniques, and Diversity Training.

**Minimum Qualifications:**

Must be 21 years of age

- Valid Washington State driver's license, and a clean driving record for the past five years: no serious moving violations, no at-fault accidents, no DWI's
- Successfully pass the training provided by Solid Ground Transportation and obtain the Access Driver Certificate
- Ability to pass pre-employment substance abuse test and abide with company Substance Abuse Policy, including random drug testing
- Ability to pass pre-employment driving tests
- Ability to physically perform position duties
- Effective communication skills, both oral and written
- Excellent customer service skills
- Self-motivated with an ability to prioritize and problem-solve
- Demonstrated ability to maintain effective relationships with staff, clients, co-workers and general public
- Strong map-reading skills, and general geographic knowledge of King County
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages

**Physical Demands/Working Conditions:** This position works in an office 5% of the time doing paperwork and in the parking lot securing the van, and 95% of the time in the field. Employees spend 70% of the time in the field driving and 25% of the time in the field loading and unloading clients. Position requires employee to lift/carry up to 25 pounds occasionally, and push/pull up to 200 pounds occasionally. Standing and use of stairs to assist passengers to/from and on/off vehicle required occasionally. Bending, squatting and reaching to secure mobility aides required occasionally. Position requires sitting to drive frequently. Walking required occasionally.

**Hours and Compensation:** This is a union position paying \$18.12 per hour plus benefits. Solid Ground has a generous benefits package that SGT Operators are eligible for after 90 days, if they meet the hours worked/FTE requirement. This benefits package includes paid leave, medical/dental insurance with a co-pay premium paid by the employee for employee-only coverage, basic life insurance, short and long-term disability insurance and an Employee Assistance Program at no cost to you. We also offer a 401k retirement plan with a Solid Ground Employer contribution and match, Voluntary Life Insurance and a Flexible Spending accounts.

**Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.**