**Indian Trails Job Description**

***Motorcoach Operator***

*General Description of the Job*-

This position is responsible for safely operating the company’s equipment under all conditions and in accordance with prevailing laws and company policy. Courteously provide for the comfort and safety of the passengers and operate the company’s vehicles in a manner that will reflect appropriately on the company’s good name and reputation by showing the highest level of road courtesy, professional driving skill and consideration for the safety of other highway users.

*Educational/Certification and other Pre-Requisites -* High school diploma or equivalent required; no college classes required. Operator candidates must complete the written test requirements of the Secretary of State and possess a Temporary Instructional Permit for Commercial Driver’s License type B license at a minimum, with air brake and passenger endorsements. Individual will be trained on the job and must complete and pass certification in the Indian Drivers Training program along with the mandatory skills test for CDL licensing. They must possess and maintain a driving record which permits them to be insurable under the Company’s insurance policy. Individual must be customer service oriented with a pleasant personality and must have excellent verbal and written communication skills.

*Purpose of the Job*- The Indian Trails motorcoach operator provides safe transportation service for the company’s customers in both regular scheduled and charter service.

*Essential Duties*-

 Operating the motorcoach according to schedules and itineraries under normal conditions.

 The proper use of all mechanical units of the motorcoach

 Adding fuel, oil, water or other fluids as needed and directed

 Performing minor housekeeping tasks to the coach in both regular and charter service, including sweeping and mopping the floor and emptying the restroom holding tanks into approved sanitary waste receptacles. And carrying a five gallon pail of water to refill the restroom.

 The collection and proper accounting of fares and tickets.

 Making proper written reports as required.

 Safeguarding all Company equipment and property entrusted to their care.

 Keeping D.O.T.logs, trip reports and other written material current

 Wearing and maintaining in neat and serviceable condition, the prescribed and proper uniform at all times.

 Reporting for duty properly rested and able to meet the demands of safe driving and customer service.

*Emergency Duties*

 Affecting minor repairs to the motorcoach within the limits of their training

 Rendering aid and direction to passengers in an accident situation and protecting the coach and passengers from any additional damage or injury following an event.

*Physical Abilities Required*- Must be able to pass the required Federal Department of Transportation physical standards and be able to manipulate the loading and unloading in and from the baggage compartments of the motorcoach baggage, packages, freight and mail of up to 75 pounds. Must be able to sit and stand frequently, or be able to sit while driving for extended periods of time for up to three hours. Must be able to bend and physically enter the baggage compartments of the coach and perform manual dexterity functions while in a crouched position. Undergoing a complete medical examination by a physician as designated by the Company and at the Company designated intervals, including drug and alcohol testing.

*Viewing and Hearing Abilities*- Must be able to hear normally either with our without the assistance of a hearing aid to meet the minimum standards of the Federal Department of Transportation. Must have good visual acuity with or without corrective lenses meeting the minimum standards of the Federal Department of Transportation.

*Mental Abilities*- Individual must be able to plan and problem solve. Normal reasoning and judgment is required as part of the day-to-day tasks to effectively perform the job. The environment can be fast-paced, so the individual must be able to multi-task and handle reasonable amounts of stress with normal coping skills

*Environment and Safety Considerations*- Operate the company’s equipment safely at all times under variable weather road and light conditions. Elements of the position are performed out of the vehicle, so exposure to sun, rain, snow sleet or other weather conditions is expected.

*Production Requirements*- Individual must be punctual and be able to manage a variable work schedule from hours of the day to days of the week. Reasonable standards of productivity are expected within the limitations of Department of Transportation Hours of Service Regulations and all prevailing safety considerations.

**I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB**

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

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_