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# Example of Bus Operator Job Description

Our innovative and growing company is looking for a bus operator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for bus operator

* Perform quality checks and accurately complete all paper work
* Troubleshoot and resolve basic machine issues
* May need to move from machine to machine depending on work load
* May perform perform other duties/responsibilities as assigned
* The daily inspection of the bus(s) and will communicate deficiencies to the supervisor, or request a work order to correct concerns
* Fueling the bus, checking all fluids, pressures, and adding fluids as needed
* Maintaining records that include daily passenger logs and maintenance schedules
* Cleaning the bus daily
* Picking up and delivering students and campus staff to scheduled stops, such as off-site construction project sites, the local hospital, SUNY Delhi Health Center, lower campus, and other approved locations
* Providing excellent customer service to patrons

## Qualifications for bus operator

* Ability to manage change in a busy environment required
* Department Of Transportation Medical Card Clearance
* High school graduate/GED or one year previous driving experience required in lieu of high school diploma/GED
* Must have a current CDL with Passenger endorsement
* Record-keeping abilities
* Willing to maintain a clean bus atmosphere