



MOTORCOACH OPERATOR JOB DESCRIPTION:

Driving the Motorcoach

- 1.) Provide a safe, comfortable, reliable trip for our passengers at all times
- 2.) Allow at least 10 seconds of following distance on open roads
- 3.) Obey all posted speed and traffic signs
- 4.) Plan your route in advance according to the information provided to you prior to the trip
- 5.) Accurately maintain your logs at all times
- 6.) You may be required to drive up to 10 hours a day and/or a combination of driving and on duty not to exceed 15 hours in a 24-hour period according to FMCSR's.
- 7.) Know the Emergency Evacuation procedure for the motorcoach you are operating should the need arise
- 8.) Follow all Policy and Procedures in the Employee Handbook

Customer Service

- 1.) Arrive at your pick-up location on-time and with a smile on your face
- 2.) Confirm all logistical information with the customer prior to the start of the trip
- 3.) Assist passengers on and off the coach at every stop
- 4.) Load & unload baggage for all passengers
- 5.) Be in company uniform at all times
- 6.) Must keep a professional appearance and demeanor while on duty, in uniform or wearing anything that displays the Premier logo
- 7.) Prior to departing from the initial pick-up location you must complete a safety speech and/or play the safety DVD provided by Premier
- 8.) You are responsible for maintaining the cleanliness of your motorcoach during the entire duration of the trip
- 9.) At final drop-off you must thoroughly check the motorcoach for any items left behind

Vehicle Operation

- 1.) Review the previous drivers DVIR
- 2.) Complete a DVIR every time you drive a motorcoach. Document all malfunctions
- 3.) Perform required DOT Pre-Trip inspection at the start of the day
- 4.) Complete a walk around inspection at each stop during your trip
- 5.) Perform DOT Post-Trip inspection at the end of each work day
- 6.) Make sure you are completely familiar with the vehicle you are assigned to drive
- 7.) Know and understand company policies and procedures as they pertain to mechanical breakdown, accidents, bus damage and trip itinerary changes while on the road

Documentation and Compliance

- 1.) Complete RODS (Record of Duty Status/Logs) per FMCSR Part 395
- 2.) Complete DVIR (Driver Vehicle Inspection Report) for each day worked and/or vehicle operated per FMCSR Part 396.11
- 3.) Turn in a completed Trip Packet at the end of the trip. To include mileage report, receipts, pay sheet, cleanliness report and any notes from the trip

Communication with Internal Staff

- 1.) Promptly notify Driver Manager of any changes to your contact information
- 2.) Keep dispatch informed of times you are available to work. Once driver monthly calendar is distributed respond promptly to any change request
- 3.) Inform Service and Dispatch of any mechanical, electrical failures on the road
- 4.) Promptly respond to any dispatch calls seeking available drivers



MINIMUM QUALIFICATIONS:

- 1.) High School Diploma or GED Equivalent
- 2.) US Citizen or permanent VISA
- 3.) Must have a vehicle driver's license for at least the past three years
- 4.) Must have a CDL class A or B with Passenger endorsement
- 5.) Must have acceptable driving record (MVR) with less than 4 points
- 6.) NO DUI / DWI convictions within the last 10 years from the citation date. Must not have had multiple DUI / DWI convictions.
- 7.) Able to read, write, and converse in English, understand traffic signs, as well as respond to official inquiries and fill out all required reports
- 8.) Must have no felony convictions in the last 20 years
- 9.) Must comply with all other applicable qualifications for employment established by regulation and by the company
- 10.) Must pass company provided class training and satisfactorily demonstrate acceptable driving behaviors during road certification test.
- 11.) You will be subject to drug and alcohol regulations issued by the FMCSA, Title 49 CFR Part 40 and 382

PHYSICAL REQUIREMENTS:

- 1.) Must be able to lift 70 pounds
- 2.) Must be able to sit for long periods of time (possibly up to 8 hours - with breaks)
- 3.) Must be able to squat and bend multiple times a day (load and unload luggage)
- 4.) Must be able to stand for long periods of time (up to 1 hour) without assistance or the aid of crutches, canes, or other devices
- 5.) Must be able to qualify for a DOT medical card according to FMCSR Part 391 Subpart E
- 6.) According to the FMCSA, you cannot qualify for a DOT Medical Card if:
 - Have lost a foot, leg, hand, or arm unless you have been granted a skill performance evaluation certificate
 - Have an impairment of the finger, hand, arm, foot, or leg that inhibits your ability to perform tasks associated with driving a commercial motor vehicle. Unless you have been granted a skill evaluation certificate
 - Have an established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control
 - Have high blood pressure that will interfere with driving
 - Have poor hearing
 - Have vision affecting your ability to see with both eyes; objects that are far away, objects to the side, or traffic signal colors; (glasses or contact lenses may be used to correct some of these abilities)
 - Have mental problems that will interfere with your ability to drive a commercial motor vehicle safely
 - Have chronic asthma, emphysema, or chronic bronchitis that cause you to have chest or breathing problems
 - Have heart disease, causing you chest pain, fainting, or shortness of breath
 - Have any sickness that will not allow you to safely drive a commercial motor vehicle such as loss of consciousness and/or loss of ability to control the vehicle

By signing you agree that you have read and reviewed the above Job Description and that you can satisfactorily meet all requirements of the job.

Signature _____

Date _____ / _____ / _____