# **Work Process Schedule**

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| Transit Coach Operator |
| **Job Description:** Provide safe, reliable, and courteous transportation for goods and passengers. These operators drive buses or motor coaches, including regular route operations, charters, and private carriage. |
| **RAPIDS Code:** 2074CB | **O\*NET Code:** 53-2021.00 |
| **Estimated Program Length:** 1 year |
| **Apprenticeship Type:** [x]  Competency-Based [ ]  Time-Based [ ]  Hybrid |

Suggested On-the-Job Learning Outline

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| Adheres to policies, laws and regulations related to operating a motor coach |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Adheres to policies, laws and regulations related to operating a motor coach
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| 1. Adheres to customer service policies
 |  |  |
| 1. Follows agency personnel policies and practices
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| 1. Fulfills agency training and assessment requirements
 |  |  |
| 1. Maintains a safe and secure environment for self and passengers
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| Follows standard operating procedures issued by employer |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Completes a pre-trip inspection of critical components and completes Driver Vehicle Inspection Report
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| 1. Performs a post-trip inspection check
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| 1. Performs a proper terminal check
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| Properly and safely operates transit vehicle during the day and night in a variety of weather situations and road conditions |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Operates vehicle safely in the day or night
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| 1. Scans, detects, and responds properly to potential dangers in the driving environment
 |  |  |
| 1. Performs proper parking/securement procedures
 |  |  |
| 1. Properly performs routine procedures such as fare collection, relief procedures, and end of route procedures
 |  |  |
| 1. Safely performs service stops
 |  |  |
| 1. Safely enters and exits intersections and roundabouts
 |  |  |
| 1. Safely shares road with bicyclists, pedestrians, and motorists; accident avoidance
 |  |  |
| 1. Consistently uses proper signals to communicate to other drivers
 |  |  |
| 1. Manages life as an operator to minimize stress and maintain health
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| Provides customer service to passengers; ensures safe transportation of passengers |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Adheres to Americans with Disabilities Act requirements
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| 1. Assists customers with special needs
 |  |  |
| 1. Reports malfunctions, breakdowns or maintenance needs accurately and promptly
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| 1. Safely and effectively diffuses escalating situations
 |  |  |
| 1. Displays knowledge of the routes to assist passengers with navigation
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| Utilizes appropriate vehicle communication devices and techniques; communicates professionally with others to gain or convey information |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Properly uses signals to communicate with drivers
 |  |  |
| 1. Communicates appropriately with dispatch operators and/or supervisors
 |  |  |
| 1. Reports malfunctions, breakdowns or maintenance needs accurately and promptly
 |  |  |
| 1. Displays knowledge of the routes to assist passengers with navigation
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| Operates according to health, safety and environmental standards, best practices and requirements |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Complies with hours of service requirements
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| 1. Operates in a way that minimizes negative impact of transportation on environmental health and safety
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| 1. Responds appropriately and completes proper documentation in the event of an accident
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Suggested Related Instruction Outline

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| Provider |
| **Name:**  |
| **Address:**  |
| **Email:** | **Phone Number:** |
| **Suggested Related Instruction Hours:** 144 |

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| **Course Number** | **Course Title** | **Contact Hours** |
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