

MOTORCOACH DRIVER DESCRIPTION OF DUTIES



JOB DESCRIPTION: Motorcoach Operator

Key Result Area: Driving the Motorcoach (Impact: 30%)

- 1) Maintain safety for passengers at all times.
- 2) Maintain at least 10 seconds of following distance on open roads.
- 3) Obey all posted speed limits.
- 4) Plan your route in advance according to the information on the itinerary.
- 5) Complete your log book at every change of duty status.
- 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 the FMCSR's.
- 7) Know the Emergency Evacuation procedure for the motorcoach in case the need arises.

Key Result Area: Customer Service (Impact: 25%)

- 1) Arrive at your pick up location on-time and with a smile on your face.
- 2) Confirm all logistical information with the customer at the start of the trip.
- 3) Assist passengers on and off the coach at each stop.
- 4) Load/Unload luggage for all passengers.
- 5) Be in company uniform at all times.
- 6) Must keep a professional appearance and demeanor at all times while on duty; and while in uniform, or while wearing any form of advertisement for Holiday Tours, Inc. This is while maintaining the highest standard of personal hygiene and/or grooming.
- 7) Before departing the pick up location you should complete a safety speech and/or play the safety DVD provided to you from Holiday Tours, Inc.
- 8) At the final drop-off location you are responsible for checking the coach for any items left by the customer.

Key Result Area: Vehicle Operation (Impact: 25%)

- 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 at the start of the day to ensure vehicle is safe, clean, and ready for travel.
- 4) Perform walk around inspection at each stop during your trip.
- 5) Perform DOT Post-trip inspection at the end of each work day.
- 6) We operate several types of vehicles with most of the fleet being Prevost. You should make yourself familiar with the different vehicle types and how they operate.
- 7) From time to time there will be on the road failures (mechanical and/or trip issues). You should contact Operations at 336-823-3980 if it is during normal operating hours. If the problem occurs after hours you should contact the on-call Operations team member at 888-792-1206.

Key Result Area: Area's of documentation and compliance (Impact: 10%)

- 1) Complete RODS(Record of Duty Status/Logs) accurate and current to every change of duty status per FMCSR Part 395.
- 2) Complete DVIR(Driver Vehicle Inspection Report) for each day work and/or for each vehicle operate in one day per FMCSR Part 396.11.
- 3) Complete a Trip Cost Report for each assignment according to the company policy.
- 4) Complete a Driver's Expense Report for each assignment according to the company policy.

Key Result Area: Communication with internal staff (Impact: 10%)

- 1) Notify Dispatch promptly of any changes in regard to phone numbers were you can be reached.
- 2) Keep Dispatch informed of your available time and the time that you will need off.
- 3) Communicate with Dispatch for any type of on-the-road failures.
- 4) When Dispatch calls you please respond promptly.
- 5) You will be given items back in your locker, when you receive these items (example: Log, DVIR, or Safety inquiries, etc) please return to the appropriate person in a timely manner.

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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 three years
- 4) Must have CDL class A or B with Passenger and air brake endorsements.
- 5) Must have an acceptable driving record (MVR) with less than 4 points
- 6) No DUI/DWI convictions within the last 10 years from the citation date, and has demonstrated better judgement since. Must not have had multiple DUI/DWI convictions.
- 7) Is 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 conviction of a felony in the past 20 years
- 9) Must comply with all other applicable qualifications for employment established by regulation and by the company
- 10) Must satisfactorily demonstrate acceptable driving behaviors during road test
- 11) You will be subject to the drug and alcohol regulations issued by the FMCSA, Title 49 CFR Part 40 and 382

PHYSICAL QUALIFICATIONS

- 1) Must be able to lift up to 70 pounds
- 2) Must be able to sit for long periods of time (possibly up to 8 hours)
- 3) Must be able squat or bend over multiple times in a day
- 4) Must be able to stand for long periods of time (possibly up to 1 hour) without assistance or the aid of crutches, canes, or other devices
- 5) Must be able to walk for long periods of time (possibly up to 1 hour) without assistance or the aid of crutches, canes, or other devices
- 6) The most important qualification in order to safely operate a commercial motor vehicle is the physical qualification.
- 7) You must be able to complete a DOT medical card according to FMCSR Part 391 Subpart E.
- 8) According to the FMCSA, you may not drive 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 performance 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 the abilities)
 - Have any 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 below 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 ____/____/____