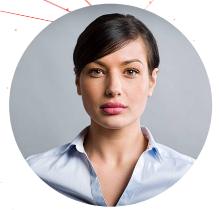


OLIVIA SMITH

Bus Operator

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Dedicated Bus Operator with 7 years of experience in ensuring passenger safety and satisfaction while adhering to strict schedules. Recognized for exceptional driving skills, customer service excellence, and compliance with safety regulations. Eager to leverage my expertise in a dynamic organization focused on delivering outstanding public transportation services.

WORK EXPERIENCE

Bus Operator

📅 Jan / 2020-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Drove and operated a commercial passenger bus, ensuring timely transport of passengers to scheduled stops.
2. Conducted thorough pre-trip and post-trip inspections to guarantee safety and compliance with regulations.
3. Documented and reported incidents and accidents promptly, adhering to established guidelines.
4. Collected fares and verified passes using electronic fare collection systems accurately.
5. Assisted passengers with disabilities by operating wheelchair lifts and securing mobility devices in compliance with ADA regulations.
6. Communicated effectively with Bus Operations Central Control to report issues or seek guidance.
7. Provided exceptional customer service, addressing passenger inquiries and concerns with professionalism.

Bus Driver

📅 Jan / 2018-Jan / 2020

Silver Lake Enterprises

📍 Seattle, WA

1. Transported passengers safely on designated routes, offering assistance with boarding and route information.
2. Oversaw the performance of driver aides to ensure operational efficiency and compliance.
3. Completed daily inspection reports, noting vehicle conditions and any necessary maintenance.
4. Coordinated with dispatch regarding route changes or passenger emergencies.
5. Maintained accurate records of daily operations, including incident reports and passenger counts.
6. Adhered to all state driving regulations and organizational safety policies.

EDUCATION

Associate of Applied Science in Transportation

📅 Jan / 2016-Jan / 2018

Central Community College

📍 Seattle, WA

Focused on transportation safety, logistics, and operations management.

SKILLS

Customer Service Excellence

Defensive Driving Techniques

Route Planning And
Navigation

Safe Driving Practices

ACHIEVEMENTS

- ★ Achieved a 98% on-time performance rate over three years.
- ★ Reduced passenger complaints by 30% through enhanced customer service initiatives.
- ★ Successfully trained 10 new drivers on safety protocols and operational procedures.