



Job Title:	Baggage Handler	Job Category:	Non-Exempt
Department/Group:	Depot	Reports To:	Omaha Terminal Manager
Location:	Omaha, NE	Travel Required:	1-10%
Position(s) Supervised:	None	Position Type:	Part Time

Summary

Load and unload baggage for travelers at transportation terminals from motor coach cargo bays. Shovel snow and clear areas where passengers may have foot traffic. Keep depot clean during shift with regular inspections of all areas inside and outside the depot, including restrooms. Cleans motorcoach in preparation for next route.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions

- Loads and unloads luggage and packages to and from motorcoach cargo bays by hand or using baggage carts
- Prepare motorcoaches for use by sweeping, mopping, washing windows, filling fluids, and dumping and filling toilets for the next route.
- Maintain dump pit area, keeping area clean and covered when not in use.
- Maintain clean lobbies, entrance areas, restrooms, and outside grounds by sweeping and mopping, emptying trash cans, etc.
- Shovel snow, ice, and apply ice melting agents as required.
- Greet customers and assist with information as to facilities and transfer points.
- Assist physically challenged passengers and/or those who may require additional assistance.
- Assist Ticket Agents as time allows.
- Act as part of the security team by notifying management of any suspicious activity or objects.
- Other duties as assigned.

Ability To

- Complete assigned tasks under stressful situations.
- Be truthful and responsible to account for your own actions.
- Communicate effectively with others.
- Identify and correct conditions that may affect employee or passenger safety.
- Perform work accurately and thoroughly.

Position Qualifications and Preferred Skills

- High School Diploma or equivalent
- Excellent customer service skills
- Knowledge of Geography



Physical Demands

Definitions:

N (not applicable)	Activity is not applicable to this position
O (occasionally)	Position requires this activity up to 33% of the time (0-2.5+ hours/day)
F (frequently)	Position requires this activity from 33%-66% of the time (2.5-5.5+ hours/day)
C (constantly)	Position requires this activity more than 66% of the time (5.5+ hours/day)

• Stand	C	Lift/Carry	
• Walk	C	10 lbs. or less	F
• Sit	O	11 – 20 lbs.	F
• Manually Manipulate	F	21 – 50 lbs.	F
• Reach Outward	F	21 – 100 lbs.	F
• Reach Above Shoulder	F	Over 100 lbs.	F
• Climb	F		
• Crawl	F	Push/Pull	
• Squat or Kneel	F	12lbs. or less	F
• Bend	F	13 – 25 lbs.	F
• Grasp	F	26 – 40 lbs.	F
• Speak	F	41 – 100 lbs.	F

Equal Employment Opportunity

Burlington Trailways is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on and legally-recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, pregnancy (including childbirth, lactation, or related medical conditions) age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state, or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers.

Additional Notes

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.