

**WEBB COUNTY COMMUNITY ACTION AGENCY
JOB DESCRIPTION**

TITLE: Part-Time Driver

DEPARTMENT: Transportation

REVISION DATE: July 20, 2006

BASIC FUNCTION AND RESPONSIBILITY:

Will be responsible for transporting clients daily, within urban and rural areas of Webb County.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Drives transportation vehicles on assigned fixed routes.
2. Responsible for the cleanliness of assigned vehicles and having those vehicles properly serviced at each fill up.
3. Responsible for maintaining complete vehicle reports (pre and post inspection reports and mileage records).
4. Maintains neat appearance and must be courteous to clients.
5. Must maintain a professional relationship with all clients.
6. Reports all traffic violations and client complaints immediately.
7. Keep record of daily mileage and gas consumption.
8. Perform other duties as assigned by Supervisor.
9. Will work on demand response route when needed.

SUPERVISION RECEIVED: Field Supervisor

SUPERVISION EXERCISED: None

QUALIFICATIONS STANDARDS:

Education:

High School diploma or GED,

Experience:

Must have at least two years driving experience. Must have customer service qualities.

Skills, Knowledge, Abilities:

- Must have knowledge of Webb County service areas.
- Must be able to work flexible schedule. (weekends, holidays).
- Must be able to follow standard program procedures.
- Must be able to work with other department personnel.
- Must be able to communicate effectively both verbally and written.
- Must be able to work other than regular hours.
- Must maintain all local, state and federal qualifications for position on an annual basis.
- Must complete passenger assistance training.

SKILL TESTS REQUIRED:

- Must maintain class B CDL with passenger endorsement.
- Must pass passenger assistance training.
- Must take CPR and first aid training.
- Must take defensive driving class.

Supervisor

Date

Employee

Date

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: Driver
DEPARTMENT: El Aguila Rural Transportation
SLOT NUMBER:
REVISION DATE: April 23, 2014

JOB SUMMARY:

Bus driver pilots his/her vehicle, pick up passengers, drop them off at their destinations and ensure that his/her vehicle operates safely. Driver is responsible for selling tickets and collecting fares as well as making deposits after route(s). Also, driver needs to make sure bus arrives at its stops on time, regardless of light or heavy traffic.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drives transportation vehicles on assigned fixed routes.
- Responsible for the cleanliness of assigned vehicles and having those vehicles properly serviced at each fill up.
- Responsible for maintaining complete vehicle reports (pre and post inspection reports and mileage records).
- Maintains neat appearance and must be courteous to clients.
- Must maintain a professional relationship with all clients.
- Reports all traffic violations and client complaints immediately.
- Keeps record of daily mileage and gas consumption.
- Performs other duties as assigned by Supervisor.
- Be responsible for selling tickets, collecting fares, and/or making deposits during route(s).
- Must be able to work flexible schedules and overtime as required.
- Must have good communication skills.

QUALIFICATION STANDARDS:

- Must have a High School Diploma or GED from an accredited institution and/or five (5) years' experience as a public transit bus driver.
- Must have CDL class B with Passenger Endorsement.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 30-45 lbs.
- Must be able to work outdoors as needed

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY:

- Supervised directly by Field Supervisor.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee Signature

Supervisor Signature

Printed Name

Printed Name

Printed Title

Printed Title

Date

Date