



Bus Operator I
Community Action Agency – Transit

CAA - TRANS/7
Pay Grade: 8

JOB SUMMARY

This position operates a bus to provide transportation services to rural residents of the county.

MAJOR DUTIES

- Operates a bus along an assigned route.
- Picks up and drops off patrons; collects fares; transports para-transit/demand response passengers.
- Provides information to the general public regarding routes, established stops, schedules and services.
- Conducts pre- and post-trip vehicle safety inspections; checks brakes, tires, lights, wipers, and wheelchair lift.
- Conducts a walk-around vehicle inspection; reports equipment defects and problems to dispatch.
- Checks passenger ID cards to assess and collect proper fares.
- Maintains contact with dispatcher, supervisor and other drivers by way of two-way radio.
- Completes required paperwork and reports.
- Operates wheelchair lift and secures wheelchair passengers as required.
- Operates buses for charter and special services as assigned.
- Records time and mileage for each passenger trip.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of program guidelines and procedures.
- Knowledge of traffic laws and safe driving techniques.
- Knowledge of county roads and landmarks.

- Skill in the safe operation of an assigned vehicle.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Transit Field Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and program policies and procedures and traffic laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related bus operation and customer service duties. Heavy traffic and inclement weather contribute to the complexity of the position.
- The purpose of this position is to drive a bus along an assigned route to provide transportation services to rural residents. Successful performance contributes to safe and efficient provision of services.

CONTACTS

- Contacts are typically with co-workers, other county employees, clients, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while driving a bus or while standing, walking, bending, crouching or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office, a bus, and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

OTHER REQUIREMENT/INFORMATION

- Texas DOT Physical exam is required.
- 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.

MINIMUM QUALIFICATIONS

- Must have a high school diploma or GED from an accredited institution and/or five years' experience as a public transit bus driver.
- Must have CDL class B with Passenger Endorsement.

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's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date