



CERTIFIED
MARCH 7 2017
By Webb County
Civil Service Commission

Maintenance/Bus Operator II

Community Action Agency – Transit

CAA - TRANS/1556
Pay Grade: \$11.25/hourly

JOB SUMMARY

This position operates a bus to provide transportation services to rural residents of the county and maintains facility and vehicles. This position reports directly to **Lead Driver II**.

MAJOR DUTIES

- Operates a bus along an assigned route.
- Responsible for the maintenance of the transportation facility and vehicles.
- 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.
- Reports traffic violations and client complaints immediately.
- Responsible for proper maintenance and usage of equipment.
- Picks up and drops off patrons; collects fares and sell tickets; 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; (i.e. checks brakes, tires, lights, wiper blades and wheelchair lift, etc.).
- Conducts a walk around vehicle inspection; reports equipment defects and problems to Lead Driver II.
- Checks passenger ID cards to asses and collect proper fares.

- Maintains contact with Lead Drivers and other drivers by the way of assigned communication device; (i.e. two-way radios and/or cell phones).
- Completes required paperwork and reports.
- Operates wheelchair lift and secures wheelchair passengers as trained by Lead Drivers.
- Operates buses for 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.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Lead Driver II assigns route/work in terms of general instructions; spot checks completed route/work for compliance with procedures, accuracy in the nature of the service operations assigned though general instructions.

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.

MINIMUM QUALIFICATIONS

- Must have one to two years' experience.
- Must have a high school diploma or GED from an accredited institution.
- Must have CDL class B with Passenger Endorsement.

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.

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