



REGIONAL TRANSPORTATION AUTHORITY
NOTICE OF JOB VACANCY - EXTERNAL/INTERNAL POSTING
An Equal Opportunity Employer M/F/D & A Drug/Alcohol Free Workplace

Date Posted: January 15, 2008 **Job Posting #:** 2008-01

Deadline: Open until filled

Job Title: Bus Operator

Hourly Rate: \$10.17

Work Location: As Assigned/Varies

Number of Openings: 6

Type of Opening: Full-Time **FLSA Status:** Non-Exempt

Grade: 54

General Information The Corpus Christi Regional Transportation Authority is looking for qualified individuals to fill the position of Bus Operator. To apply for this position submit an application to the RTA Human Resource Department located at 5658 Bear Lane, Corpus Christi, Texas 78405 or fax at (361) 289-2765 or e-mail at eellerbe@ccrta.org by the deadline listed above.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Provides public transit services by safely operating a bus to pick up and deliver passengers over a fixed route in accordance with specified time schedule and under all weather, traffic, and passenger load conditions.
- Assists boarding and departing passengers with disabilities in accordance with ADA mandates, including the verbal announcing of route information and the operation of wheelchair lifts and securing devices.
- Collects fares, recording cash receipts and fare categories, and provides transfers for passenger connections with other routes. Regulates heating, cooling, and lighting for passenger comfort and complies with local traffic regulations and Authority rules and procedures.
- Reports all delays, accidents, incidents, safety or operational problems to Supervisor as they occur, preparing written report of event. Communicates courteously and appropriately with public to provide information and deal calmly and efficiently with emergency situations while maintaining safe and orderly service.
- Operates lift to board and discharge disabled passengers, inspects vehicle for lost articles, prepares daily trip sheets and bus for service, removes refuse and prepares bus for pullout, allies various categories of boarding passengers by manually operating a recording device, and enters tally numbers from recording device at beginning and end of run.
- Works variable shifts, irregular hours and to be available for work on short notice in variable weather conditions and overtime as required to meet Regional Transportation Authority goals and objectives.
- Complies with Regional Transportation Authority policies and procedures and local, state and government regulations, maintain confidentiality and interact with others in a positive and professional manner, maintains an exemplary attendance records, and performs other job-related duties and responsibilities as assigned.

Skills, Knowledge and Abilities – Bilingual skills, in Spanish are highly desirable. Knowledge of Traffic regulations and general familiarity with City and surrounding areas, map reading ability and excellent demonstration of defensive driving techniques. Must be able to interact courteously and effectively with a diverse internal and external customer base, maintain a high degree of customer sensitivity, adhere to tight time constraints and schedules, sit for extended periods of time in limited space, have good manual dexterity, visual and hearing acuity, be able to assist passengers in wheelchairs to board/alight from bus and to secure chairs, requiring bending, stretching, and squatting. Must be able to comply with traffic and regulatory regulations, be able to adhere to the RTA's Emergency Preparedness policy and maintain an exemplary attendance record.

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job. High school diploma or GED, minimum two (2) years general work experience to include driving experience and/or customer service experience. Must possess a valid Texas Driver's License and be able to obtain, within 2 weeks of hire, and maintain, a Class B CDL with the appropriate endorsements to operate a bus in service. Applicants without a valid CDL can begin the hiring process but must have, at least, a permit before starting training.

Other Requirements: Must be at least 21 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, Department of Transportation physical, drug and alcohol

screen and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years.

Working Conditions and Physical Requirements: Works primarily sitting down and operating a bus in an outdoor work environment. Work assignments are based on seniority; therefore work hours and days off will be varied and may include a period of unpaid time between morning and afternoon assignments. Split days off are possible. Overtime and extended work hours are required. Bus Operators may encounter irregular working hours, heavy traffic and patron's diverse backgrounds. Under such conditions, they are still expected to operate Authority vehicles safely and on time. The noise level in the work environment is moderate to high. Essential & marginal functions require the ability to bend, kneel, squat, and twist safely. Pre-trip inspections also require the ability to balance oneself, climb, and strongly grip objects. Bus Operators must be able to lift at least 25 pounds and push objects such as doors, windows, emergency hatches, and wheelchair lifts. Length of sitting period is based on the schedule.

NOTE: The above statements are not a complete list of all the duties and skills performed in this position.

Basis of Rating: Panel Interview, written exercise, and skill test

It is RTA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities. To request an ADA accommodation regarding employment, please contact the Director of Business Development and Compliance or the Manager of Human Resources.