CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB POSTING # 2016-42
CLOSING DATE: 12/30/2016

Job Title: Bus Operator
FLSA Status: Non-Exempt

Work Location: 5658 Bear Lane & as assigned
Department: Transportation

Report To: Transportation Supervisor
Grade: 13 **Salary**: $14.00 - $16.00 Hourly

General Summary: Operates a bus over an established route adhering to predetermined schedule in a safe, efficient and courteous manner to allow passengers to board travel and alight at scheduled stops, over a fixed route or over special charter or shuttle routes. Position requires an individual who will interact courteously and effectively with the general public under varying circumstances; will adhere to tight time schedules under varying conditions; and who will be able to comply with federal mandates as they relate to assisting boarding and departing passengers with disabilities.

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, ramps and securing devices to board and discharge disabled passengers.
- 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.
- 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.
- Inspects vehicle for lost articles.
- Prepares daily trip sheets and bus for service.
- Removes refuse and prepares bus for pullout.
- Tallies various categories of boarding passengers by manually operating a recording device.
- 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.
- Maintains an exemplary attendance record.
- Complies with Regional Transportation Authority policies and procedures and local, state and federal government regulations.
- Maintains confidentiality regarding all RTA related business information and personnel issues.
- Establishes & maintains effective and professional working relationships with those contacted in the course of work.
- Performs other duties as assigned.

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 Human Resources department.

Qualifications include:
Knowledge of:

- Traffic regulations and general familiarity with City and surrounding areas;
- Defensive driving techniques;
- Demonstrated superior verbal and written communication skills;
- Demonstrated problem solving skills; and
- Correct English usage, spelling and vocabulary.

Ability to:

- Read and comprehend a map;
- Adhere to tight time constraints and schedules;
- Sit for extended periods of time in limited space;
- Good manual dexterity, visual and hearing acuity;
- Assist passengers of varying body weights in wheelchairs to board/alight from bus by maneuvering wheelchair, as required, and to secure chairs, requiring bending, stretching, and squatting;
- Physical and mental alertness and reactions required dealing with unexpected traffic situations in a safe manner;
- Comply with local traffic, DOT and FTA regulations concerning operation of RTA vehicles and adherence to safety sensitive position;
- Interact courteously and effectively with a diverse customer base;
- Work immediately before, during or immediately after an emergency as required as part of the RTA's Emergency Response Team to provide emergency services to the general public during emergency situations;
- Communicate effectively both verbally and in writing;
- Willingly foster a positive work environment;
- Understand and follow oral and written instructions; and
- Comply with Regional Transportation Authority policies and procedures.

Skills:

- Strong Customer Service skills;
- Basic mathematical required; and
- Bilingual skills, in Spanish, are preferred.

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.

- **Education:** High school diploma or GED.
- **Experience:** Minimum two (2) years general work experience to include driving experience and/or customer service experience.
- **License or certificate:** 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 18 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.