

Position Description For Vehicle Operator

The purpose of this job description is to communicate the responsibilities and duties associated with the position of Vehicle Operator. The following information should be considered a comprehensive description of this position; it should also be noted that some responsibilities and duties might not be specifically addressed. Brazos Transit District (BTD) fully expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives. BTD recommends that all employees display an ongoing effort to familiarize themselves with the duties and responsibilities of those positions directly above and below his or her own.

POSITION:	Vehicle Operator
SUPERVISOR:	Route Supervisor
LOCATION:	Central Operations, 1759 N. Earl Rudder Freeway, Bryan, Texas 302 S First Street, Lufkin, Texas 202 Pan American, Livingston, Texas
JOB BRIEF:	The position of vehicle operator is to transport passengers in a safe, courteous manner observing and complying with all applicable laws and regulations.

ESSENTIAL FUNCTIONS

- Operate transit vehicle safely and smoothly to transport passengers.
 - Fixed route operators: Following prescribed route and time schedule.
 - D&R operators: According to the schedule of the Mobile Data Terminal (MDT) or printed manifest.
- Assure compliance to all applicable (CDL) and DOT laws and regulations.
- Assure cleanliness of vehicles.
- Follow instructions from Dispatch and supervisory personnel and communicate any problems to dispatch.
- Complete daily vehicle pre/post trip inspections.
- Maintain good customer/employee/supervisor relations.
- Report for duty promptly in proper uniform and physical condition and be ready to work any route assigned.
- Provide information to passengers in a helpful, courteous, efficient manner; use proper etiquette to assist passengers with disabilities.
- Ensure customer pays proper fares when boarding the bus.
- Prepare and complete all required logs and reports including reports on traffic accidents and customer incidents.
- Utilize the communication systems (cell phones, radios and MDT's) in accordance with BTD policies. Operate a two-way radio system in accordance with the regulations of the Federal Communication Commission (FCC).
- On fixed routes make stop announcements to passengers upon approaching prescribed destinations.
- Use correct safety procedures to operate lift, secure wheelchairs, scooters and other assistive devices.

- Immediately notify dispatch of cancellations, no shows, or for directions when having difficulty locating a client.
- Maintain the standards of BTD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI and safety policies and procedures.
- Maintain confidentiality of information.

EDUCATION AND REQUIREMENTS

- Equivalence to a high school education.
- Maintain a class B CDL with passenger endorsement.
- Must be able to speak and read English.
- Legible handwriting.
- Ability to understand simple instructions.
- CDL training.
- Must be able to read maps and follow directions.
- Must be at least 21 years old.
- Must be familiar with State and local traffic laws, ordinances, and regulations involved in the operation of vehicles.

PRACTICAL EXPERIENCE

30 days of hands on operation of passenger vehicle as defined by Class B CDL with passenger endorsement.

SUPERVISION RECEIVED

Daily Supervision.

RESPONSIBILITIES

- Maintain the standards of BTD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI and safety policies and procedures.
- Perform all duties as required in the essential functions.
- All other duties as assigned.

APTITUDES REQUIRED This position requires the following levels of aptitudes:

Reasoning Development - must be able to apply with common sense understanding to carry out detailed but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situations.

Language - must be at a level that would normally read at a rate of 95 - 120 words per minute. Must be able to print simple sentences containing subject, verb and object. Must be able to speak simple sentences using normal word order, present/past tenses.

Math Development - must be able to add, subtract, multiply and divide.

Mental and Physical Condition - Operators must be in sound physical and mental condition. Operators must not have any physical or mental limitations that would interfere with safe driving, passenger assistance, and emergency activities. They must be physically capable of assisting persons with special needs, including individuals in wheelchairs.

PHYSICAL REQUIREMENTS

- Have constant need (100% of time) for driving or operating equipment, and for sitting.
- Have frequent need (33% - 66% of time) for grasping, gripping, finger dexterity, typing, writing, bending, stooping, squatting, and for climbing stairs.
- Have occasional need (1% - 33% of time) for standing, walking, pushing, pulling, and for reaching above shoulders.
- Have rare need (less than 1% of time) for lying down or for climbing ladders.

Lifting/Carrying

- Have occasional need (1%-33% of time) to lift/carry under 10 pounds, and to lift/carry 10-25 pounds.
- Have rare need (less than 1% of time) to lift/carry 26-150 pounds.

VISION REQUIREMENTS

Have constant need (100% of time) to be able to see detail, and to see beyond arms length. The Texas Administrative Code (2) requires that individuals holding a CDL must have 20/40 or better vision in both eyes, and not be colorblind. An individual may apply for a vision waiver if they have 20/40 or better distant binocular accuracy with or without corrective lenses.

HEARING REQUIREMENTS

Have constant need (100% of time) to be able to hear other personnel to communicate effectively, and to detect vehicle horns, emergency vehicle sirens, and train signals. Bus operators must have hearing adequate to detect vehicle horns, emergency vehicle sirens, and train signals. The Texas Administrative Code (2) requires that individuals holding a CDL have good hearing.

SPEAKING REQUIREMENTS

Have constant need (100% of time) to be able to speak to other personnel and passengers to communicate effectively.

ENVIRONMENT- WORKING CONDITIONS

- Have constant need (100% of time) for daily outdoor work including: dampness, dirt, noise, temperature extremes, vehicle fumes, petroleum products, chemicals, vehicle vibrations, traffic, bad road and weather conditions, and for eye/hand/foot coordination.
- Have occasional need (1% - 33% of time) to work indoors, and to work in confined spaces.

OPTIMUM QUALIFICATIONS

The successful candidate must meet the aptitude requirements listed in this description. Candidate should have at a minimum good English communication, organizational skills, and be able to provide exceptional customer service. Candidate must be able to read and write English. Candidate must be able to interact with passengers in a courteous, pleasant, and helpful manner. Candidate must be able to deal with passengers from diverse backgrounds and individuals with special needs. Candidate must work well with other employees, and take directions from dispatch and their immediate supervisor. Candidate must be in good physical condition. Candidate must have the ability to exercise good judgment and stay calm in emergency situations. Additionally, candidate must be available at least 2 Saturdays per year for training purposes.

I have read, understand and agree to perform the duties as outlined in this position description.

Employee's signature

Date

Supervisor's signature

Date

Applicant Acknowledgment

I _____ acknowledge that I have received a copy of the position description for the Vehicle Operator for Brazos Transit District. I further acknowledge that I have read the position description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this position. Based on the information provided me on the position description, I hereby attest to the following:

Yes _____ I can meet the minimum physical and mental requirements of the job as outlined on
No _____ the position description.

Other (Please explain):

Applicant Signature

Date

Employee Acknowledgment

I _____ acknowledge that I have received a copy of the position description for the Vehicle Operator for Brazos Transit District. I further acknowledge that I have read the position description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this position. Based on the information provided me on the position description, I hereby attest to the following:

Yes _____ I can meet the minimum physical and mental requirements of the job as outlined on
No _____ the position description.

Other (Please explain):

Employee Signature

Date
