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# Brazos Transit District

## Job Description for Vehicle Operator Non-CDL

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The purpose of this job description is to communicate the responsibilities and duties associated with the position of Vehicle Operator Non-CDL. 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 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 their own.

<b>Job Title:</b>	Vehicle Operator Non-CDL
<b>Supervisor:</b>	Route Supervisor
<b>Location:</b>	2117 Nuches Lane, Bryan, Texas 302 S First Street, Lufkin, Texas 202 Pan American, Livingston, Texas
<b>FLSA Status:</b>	Non-exempt
<b>Safety Status:</b>	Safety Sensitive
<b>Job Brief:</b>	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.
  - D&R operators: According to the schedule of the Mobile Data Terminal (MDT) or printed manifest.
- Assure compliance to all applicable DOT laws and regulations.
- Assists in emergency evacuations as assigned and performs other related work as required.
- Assure cleanliness of vehicles.
- Follow instructions from Dispatch and supervisory personnel and communicate any problems to dispatch.
- Complete daily vehicle pre/post trip inspections. Conducts operational vehicle 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 vehicle.
- 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.
- 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.

**EMERGENCY RESPONSE/RECOVERY ACTIVITIES** - All employees will be required to work before, during, or after an Emergency. During an Emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

**General-** Bus operating work necessary to provide transit and paratransit service to the general public and visitors, including the elderly, social service program participants, and individuals with disabilities. Work involves considerable contact with the public and requires tact, judgment and diplomacy. Work is performed with

considerable independence under the general direction of a supervisor.

- Maintain confidentiality of information and Professional Customer/Employee/Supervisor relations.
- Maintain the standards of BTD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI, Code of Conduct and safety policies and procedures.
- Ability to operate in a constant state of alertness and in a safe manner.
- Additional duties as assigned.

### **Education and Experience**

- Equivalence to a high school education.
- Maintain a valid Texas Driver's License.
- Maintain DOT Physical.
- Must be able to speak and read English.
- Legible handwriting.
- Ability to understand simple instructions.
- Must be able to read maps and follow directions.
- Must be 18 years of age or older.
- Must be familiar with State and local traffic laws, ordinances, and regulations involved in the operation of vehicles.

**Aptitudes Required** This job 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.

### **Supervision Received**

Daily supervision.

### **Work Environment**

Constant need 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. Occasional need to work indoors and in confined spaces.

### **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.

Updated May 2021

**Vision**

Have constant need (100% of time) to be able to see detail, and to see beyond arm's length.

**Hearing**

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. Must be able to pass a DOT physical.

**Other**

Ability to speak with other personnel to communicate effectively.

**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 4 Saturdays per year for training purposes.

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

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date



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# Brazos Transit District

## Applicant Acknowledgement

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I \_\_\_\_\_ acknowledge that I have received a copy of the job description for the Vehicle Operator Non-CDL for Brazos Transit District. I further acknowledge that I have read the job 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 job. Based on the information provided me on the job description, I hereby attest to the following:

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Yes \_\_\_\_\_

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No \_\_\_\_\_

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Other (Please explain):

  
  
  
  

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Applicant Signature

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Date



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# Brazos Transit District

## Employee Acknowledgement

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I \_\_\_\_\_ acknowledge that I have received a copy of the job description for the Vehicle Operator Non-CDL for Brazos Transit District. I further acknowledge that I have read the job 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 job. Based on the information provided me on the job description, I hereby attest to the following:

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Yes \_\_\_\_\_

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No \_\_\_\_\_

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Other (Please explain):

  
  
  
  

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date