Brazos Transit District

Job Description for Route Supervisor – Brazos Valley

The purpose of this job description is to communicate the responsibilities and duties associated with the position of Route Supervisor – Brazos Valley. 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.

Job Title:	Route Supervisor – Brazos Valley
Supervisor:	Chief Executive Officer
Location:	Transfer Point 3350 S. Texas Ave, Bryan, Texas
FLSA Status:	Exempt
Safety Status:	Safety Sensitive
Job Brief:	The position of Route Supervisor is to transport passengers in a safe and courteous manner while observing and complying with all applicable laws and regulations. Facilitates the safe operation of general public transit vehicles following prescribed routes and procedures. Liaison between drivers and management. **This is not an office position.**

Essential Functions

- Open and/or close office.
- Drive on a daily basis, providing general public transportation services to passengers in a safe and courteous manner.
- Must be available to provide general public transportation services to ensure Vehicle Operators are not working overtime and/or double shifts.
- Ensure buses and employees are available for all routes.
- Ensure drivers perform pre and post trip inspections.
- Train and monitor all drivers on all routes.
- Arrange for the switching out of vehicles in the event of a mechanical breakdown, and/or for fueling purposes.
- Maintain, log and place fareboxes in buses. Drop and secure fareboxes. Verify all fareboxes are turned in at the end of the day, including fareboxes on vehicles which have been taken out of service for mechanical reasons.
- Familiarize self with manifests prior to distributing to operators.
- Immediately notify Dispatch if revisions need to be made.
- Report for duty promptly in proper uniform and physical condition.
- Ensure all operators are in proper uniform.
- Operate vehicles consistent with all laws and regulations.
- Attend all required training sessions.
- Conduct route monitoring to ensure routes are being driven according to the printed maps.

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

- 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.
- May be assigned to work and perform duties outside the normal scope of their work schedule to fit the needs of BTD, including holidays and weekends.

Education and Experience

- Equivalence to a high school education.
- Basic math and English.
- Sense of direction and ability to read city and county maps.
- Mechanical aptitude helpful.
- CDL training.
- Maintain a class B CDL with passenger endorsement.
- Must be familiar with State and local traffic laws, ordinances, and regulations involved in the operation of vehicles.
- Minimum one years' experience driving as a public transit driver and one-year supervisory experience or two years' experience driving as a public transit driver.

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.

Supervision Received

Supervision on a daily basis.

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

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.

Vehicle 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.

Other

Ability to speak with other personnel to communicate effectively.

Optimum Qualifications

The successful candidate should have at a minimum good English communication and must also meet the aptitude requirements listed in this description. Exceptional organizational skills are needed.

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

Employee's signature _____ Date _____

Supervisor's signature _____ Date _____

Brazos Transit District

Applicant Acknowledgement

Updated August 2026

I _____ acknowledge that I have received a copy of the job description for the Route Supervisor 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:

Yes _____

No _____

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

Other (Please explain):

_____ _____

Applicant Signature Date

Brazos Transit District

Employee Acknowledgement

Updated August 2026

I _____ acknowledge that I have received a copy of the job description for the Route Supervisor 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:

Yes _____

No _____

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

Other (Please explain):

_____ _____

Employee Signature Date