



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

JOB POSTING # 2023-14

CLOSING DATE: OPEN UNTIL FILLED

Job Title: Bus Operator (Part-Time)

FLSA Status: Non-Exempt

Work Location: 5658 Bear Lane & as assigned

Department: Transportation

Report To: Transportation Supervisor

Grade: 16 **Salary:** Training: \$19.34
In-Service: \$22.24

Work Schedule: Various Shifts, the earliest shift starting at 4:00 am
And working no later than 9:00 pm.

General Summary: Operates a bus over an established route adhering to a 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. The 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 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 the 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, records 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 the Supervisor as they occur, preparing a written report of the event.
- Communicates courteously and appropriately with the 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 buses for service.
- Removes refuse and prepares bus for a pullout.
- Tallies various categories of boarding passengers by manually operating a recording device.
- Enters tally numbers from the recording device at the beginning and end of the run.
- Works variable shifts, and irregular hours and is 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 CCRTA-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 the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

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 the bus by maneuvering the wheelchair, as required, and to secure chairs, requiring bending, stretching, and squatting;
- Physical and mental alertness and reactions required to deal with unexpected traffic situations in a safe manner;
- Comply with local traffic, DOT, and FTA regulations concerning the operation of CCRTA vehicles and adherence to the 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 CCRTA'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 of general work experience including driving experience and/or customer service experience.
- **License or certificate:** Must possess a valid CDL (Commercial Driver's License) Texas Driver's License Class A or B with passenger endorsement. Applicants without a valid CDL-Class A or B can begin the hiring process but must have, at least, a CDL Class B permit before starting training. Texas Department of Public Safety requires individuals to pass all (4) written tests which consist of General Knowledge, Passenger Endorsement, Airbrake, and Pre-trip in order to obtain a CDL Class B Permit. A valid copy of the permit must be available during the time of the interview.
- **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.
- **Scheduling Requirements:** Part-time operators are scheduled to work a minimum of two (2) days a week. Work hours required will be no less than 15 hours per week, but will not be scheduled to work more than 29 hours per week.

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. The length of the sitting period is based on the schedule.