

Central Texas Rural Transit District

Job Description

Job Title: Driver Supervisor

Exempt (Y/N): Yes

Salary Level:

Location: San Saba

Employee Name:

Prepared by: General & Assistant General Manager

Division: CTRTD

Department: Operations

Supervisor: Transit Manager

Date: 02/06/2026

Approved by: General Manager

SUMMARY: Serves as Supervisor to Drivers and Driver Trainers in Mills, Lampasas, Hamilton, and San Saba Counties to assist in carrying all aspects of daily operations of transit system.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Regularly supervises more than 2 full-time employees.

Makes recommendations to General Manager as to the hiring, firing, advancement, promotion, or any other change of status of employees supervised.

Confers with and cooperates with Transit Manager, General Manager (CEO), Assistant General Manager (CFO), Mobility Managers, and Operations Manager on daily operations, policies, and regulations.

Help to provide staff training in current policies and regulations of agency.

Monitor drivers to ensure compliance with agency policies, procedures, and regulations and document any problems and improper conduct.

Helps to coordinate movement of workers and equipment throughout system including completing daily schedules as required.

Transport passengers as needed due to driver shortage or absence in service area.

Inspects physical facilities of terminal and vehicles for such factors as cleanliness, safety, and appearance and takes required actions to correct findings and/or submit reports to Mobility Manager, Transit Manager, Operations Manager, and General Manager including purchase requisition and contacting vendors. This includes routine preventive maintenance on agency vehicles.

Maintains, reviews, and completes paperwork that is required.

Notifies Transit Manager of any relevant concerns/problems in staffing, scheduling, rider complaints, or other reportable circumstances.

Always operate vehicles in a safe manner.

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Perform daily safety inspections to ensure vehicles are always in good operating conditions.

Assists passengers to enter and exit vehicles when needed.

Maintain proper paperwork and Fares; and submit in timely manner.

Abide by all policies and procedures of agency and funding sources.

Complies with Federal, State, and local laws and regulations.

Secures passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip.

Work flexible hours as required.

Follow schedules and deal with public, daily, in a professional manner.

Pick up and Deliver vehicles as required.

Maintain and monitor petty cash funds.

Attend workshops and training/travel as required by Supervisor.

Comply with agency policies and regulations.

THIS FORM REFLECTS THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE ESSENTIAL FUNCTION OF THE JOB IDENTIFIED AND SHALL NOT BE CONSIDERED AS A DETAILED DESCRIPTION OF ALL THE WORK REQUIREMENTS THAT MAY BE INHERITED IN THE JOB. INTRODUCTORY PERIOD IS 180 DAYS.

Failure to comply with Personnel Policies, job responsibilities, and functions can result in disciplinary actions and termination.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform the essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION and/or EXPERIENCE:

One year certificate from college or technical school; or minimum of one-year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Drivers License (CDL –with passenger endorsement preferred)

Defensive Driving Course

CPR Certificate

First Aid Certificate

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to walk and smell.

The employee must regularly lift up to 25 pounds and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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WORK ENVIRONMENT: The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Must be able to deal with varying work environments. The noise level in the work environment is usually moderate.

**Review, Sign, and Return Job Description
With Application**

Applicant/Employee Acknowledgement

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

Applicant/Employee Signature

Date

Supervisor's Signature

Date