

## Central Texas Rural Transit District

### Job Description

#### Job Title: Driver

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Exempt (Y/N): No

Salary Level:

Location:

Employee Name:

Prepared by: Assistant General Manager

Division: CTRTD

Department: Operations

Supervisor: Operations Manager or  
Transit Manager

Date: 10/12/23

Approved by: General Manager

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**SUMMARY:** Drives vehicles to provide, on demand, rural public transportation services to the public and medical transportation program services to residents of Brown, Callahan, Coleman, Comanche, Eastland, Erath, Nolan, Runnels, Rural Taylor, Shackelford, and Stephens Counties. Services are provided for in county, out of county, and as approved by MTP to out of area Cities. Public Transportation services are provided between 7:30 a.m. and 5:30 p.m. Monday through Friday and MTP services are available Monday through Saturday with appointments as early as 5:30 a.m. and as late as 7:00 p.m. Medical Transportation services are also provided on Holidays and Sunday as required.

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

Drive vehicles to provide demand response curb to curb transportation to the residents of its service area with door-to-door service available for elderly and disabled passengers upon request and determination of need.

The driver must exit the vehicle to open and close vehicle doors when members enter or exit the vehicle and aid the member entering or exiting the vehicle.

Always operate a vehicle in a safe manner.

Perform daily vehicle inspections to ensure that vehicles are always in good operating condition.

Report problems found during daily vehicle inspection to dispatch. Report to Dispatch and Supervisor during operation of the vehicle.

Submit purchase requisition for needed repairs on agency vehicles.

Report to assigned work location to start and end shift.

Review driver daily manifest and interoffice correspondence received by email. Abide by daily schedule.

Ensure timely submission of all required agency paperwork including but not limited to weekly fare collection report, driver daily manifest, time sheet, request for leave, overtime request, purchase requisition, incident and accident report forms, and fuel receipts.

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Maintain petty cash fund (if applicable) and ensure that all receipts are logged and cash on hand and balance spent equals. Submit petty cash to the administrative office for reimbursement as outlined on the Petty Cash Voucher and Reconciliation form.

Maneuver and Secure passenger mobility devices with restraining devices to stabilize during transport. (Failure to properly secure will result in termination)

Maintain two-way radio or cell phone communication with dispatch.

Clean and sanitize the interior of vehicle on daily basis and wash exterior of vehicle at minimum of one time per week (more frequently if required due to weather).

Report problems with daily schedule to Dispatch and/or appropriate Supervisor to ensure that customers are picked up and transported in a timely manner.

Sell prepaid fare passes, issue receipts, and submit copy of receipt with weekly paperwork to the administrative office.

Notify dispatch of all schedule changes including but not limited to no shows, added trips, and cancellations.

Always maintain a professional appearance including good personal hygiene and grooming standards.

Interact with the public in a professional manner.

Drive during inclement weather as required.

Participate in orientation and on-going training as scheduled.

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

Comply with agency policies, procedures and regulations found in Employee handbook. (Failure to abide by policies and procedures will lead to termination)

Report to work in timely manner to ensure that daily schedule is completed. Promptly reports to supervisor if unable to report to work so another driver may be assigned to cover trips.

Report directly to supervisor. If unavailable, to the Operations Manager, Transit Manager, or other member of management.

Attend training/travel as required.

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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. THE 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months 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 an organization.

#### **MATHEMATICAL SKILLS:**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

#### **REASONING ABILITY:**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Drivers License

Defensive Driving Course

\*Commercial Driver's License (with passenger endorsement) - requirement contingent on vehicle type/capacity in area of driver assignment

CPR Certificate

First Aid Certificate

Physical

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#### OTHER SKILLS AND ABILITIES:

Ability to operate computer, email, multi-function printer, and two-way radio.

**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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is required to walk, climb or balance; and stoop, kneel, and crouch.

The employee must regularly lift 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.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to deal with varying work environments. While performing the duties of this job, the employee regularly works in outside weather conditions. The noise level in the work environment is usually moderate.

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

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**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