

# Job Summary

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Job title:	<b>Bus Operator</b>
Job location:	Denton, Texas 76205 United States
Supervisor:	Street Supervisor
Job type:	Regular Full-time and Seasonal
Compensation:	Hourly, Non-Exempt
Department:	Operations

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## Essential Functions

- Operates transit vehicles to transport passengers over established routes according to set time schedules and collects appropriate fare
- Performs routine Pre-Trip and Post-Trip safety inspections and associated documentation on assigned vehicle
- Provides safe and efficient vehicle operations for the purpose of transporting passengers
- Monitors radio communications while on route to ensure safe and timely arrival and departure times
- Cleans up vehicles used after completion of daily assignment or when determined necessary
- Regulates heating and cooling for passenger comfort
- Reports mechanical defects to immediate supervisor as soon as noticed
- Monitors pre-established fares and records money, various fare media, and transfers received
- Provides public information to passengers concerning routes, schedules, and how to use the transit system
- Provides special care and treatment to elderly and persons with disabilities
- Operates wheelchair lift equipment for passengers using mobility devices and/or those unable to use the stairs
- Assists in training of new personnel on equipment operations and procedures as needed
- Maintains clear and complete records and logs
- Completes clear and concise incident and accident reports
- Effectively responds to emergencies on and near the vehicle
- Performs all functions of the job in a courteous manner
- Renders immediate assistance in emergency situations
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

## Required Education, Training & Experience

- Must be twenty-one (21) years of age or older
- High school diploma or GED equivalent required
- Must have legal authorization to work in the United States of America
- Must submit to and pass all required DOT pre-employment, random, reasonable suspicion and post-accident drug and alcohol screens
- Must possess or be able to obtain and maintain an applicable Commercial Driver's License (CDL) with Passenger (P) endorsement for public passenger transport valid within the State of Texas
- Must possess and maintain a safe driving record
- Satisfactory physical exam and background check required as a condition of employment.
- Must not have been convicted of, pleaded guilty to, entered a plea of nolo contendere to, or received judicial diversion for any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, controlled substances, or sex-related crimes
- Must not have been convicted of, pleaded guilty to, entered a plea of nolo contendere to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia
- Thorough knowledge of traffic laws
- Considerable knowledge of, or the ability to learn, transit routes
- Ability to maintain correct operating speeds within the safety and speed regulations in conforming within time constraints
- Skill and ability to operate a large vehicle in traffic and close quarters
- Ability to effectively communicate through the use of two-way communication devices
- Ability to be seated in a vehicle for prolonged periods of time
- Ability to operate a motor vehicle under normal and adverse conditions while maintaining the ability to communicate and activate the equipment in the vehicle
- Complete knowledge of occupational hazards and safety precautions of the work, along with the ability to administer safe workplace rules and procedures to fellow employees
- Ability to maintain effective public relations
- Ability to exercise independent judgment within the limits of the position

- Ability to establish and maintain effective, harmonious, cooperative, and productive working relationships with supervisors and other employees and to deal with the public in a professional and courteous manner some of whom may be irate or unreasonable
  - Literacy in English with the ability to understand and carry out oral and/or written instructions and posted schedules and ability to read and understand street maps and directions
  - Knowledge of defensive driving techniques
  - Ability to report to work on time and perform the duties of the position for an entire workday
  - Ability to work all shifts and all days of the year, resulting in irregular work schedules
  - Ability to perform the functions of the job safely, without presenting any threat to oneself or others
  - Maintain neat appearance and respectful manner
  - Ability to learn and follow company policies and regulations
  - Ability to maintain accurate time sheets and submit them to a designated supervisor in a timely manner
  - Comply with federal mandates as they relate to assisting boarding, transporting and off-loading passengers with disabilities
  - Ability to work independently with a minimum of breaks, operate a transit vehicle in heavy traffic and in emergency or hazardous situations or conditions
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## **How to Apply**

Print an application at [www.dcta.net](http://www.dcta.net) and return it to the Bus Operations & Maintenance Facility located at 1101 Teasley Lane, Denton, Texas 76205. You may also email your application and resume to: [jobs@dentontransit.com](mailto:jobs@dentontransit.com) or fax to: 940-218-1625

TMDC is an equal opportunity employer. All candidates must successfully pass a pre-employment drug screen and national criminal background check in order to receive an employment offer. Applicants must be lawfully authorized to work in the U.S.