



**EL METRO** Laredo Transit Management Inc.  
**Job Description**

**Job Title:** Bus Operator (Part Time)  
**Department:** Operations  
**Reports To:** Operations Manager & Assigned Operations Supervisors  
**FLSA Status:** Non-Exempt  
**Position Expires:** January 9, 2012

**SUMMARY**

Responsible for safe and efficient operation of El Metro bus or van in the transportation of passengers, exercising sound judgment with respect to emergencies which may arise. Performs skilled work of a routine nature in the operations of various types of modern equipment. Transports customers over pre-determined routes and established time schedules. Provides customer with courteous and attentive service to include but not limited to; information, assistance with boarding, controlling the environment within the bus and enforcement of El Metro policies and procedures. Performs clerical functions and provides information regarding on-street operations. Receives assignments in written and /or oral instructions as needed.

**MINIMUM QUALIFICATIONS:**

- High School or General Education Degree (GED). Must have the ability to read and interpret written operational memoranda and complete all necessary forms in a legible manner.
- Must be at least 21 years of age
- Valid Texas Drivers License Class C (CDL) or equivalent in good standing, accident free for at least the three previous years, no more than one (1) moving violation within the previous three years and no DWI within last five (5) years.
- 1 year experience in related field

**SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work with the General Public and employees.
- Must successfully complete the El Metro New Bus Operator Training Program
- Considerable knowledge of the street system and geography of the City of Laredo.
- Must be able to sit for long periods at a time.
- Must have basic understanding of mechanical functions of the buses and the Ability to identify mechanical and equipment malfunctions.
- Must be able to safely reach all controls and have good visibility in all directions while seated in driver's seat.
- Ability to read and interpret documents such as operating and procedure manuals.

- Knowledge of the occupational hazards and safety precautions of the trade.
- Must be knowledgeable of traffic bus laws, ordinances and regulations involved in vehicle operations.
- Ability to prepare reports properly and accurately.
- Must have patience and mental stability to keep calm in tense situations such as when emergencies arise on the route.
- Ability to calculate simple mathematical equations.
- Ability to work non-traditional shift hours such as late nights, early mornings, weekends, and holidays.
- Ability to maintain professionalism and quality assurance.
- Must be able to comply with dress and grooming codes.
- Ability to read, write and follow oral and written direction. Bilingual skills in English and Spanish are desirable.
- Must have sufficient strength and dexterity to assist passengers in wheelchairs to board and alight and to assist them in an emergency evacuation.
- Ability to understand maps and bus schedules.
- Ability to maintain good health sufficient to permit the performance outlined duties and responsibilities.
- Ability to perform other duties as assigned by supervisor.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operates various model buses in a safe, efficient manner on line special events, charters.
- Greets passengers' courteously, collects fares, and resolves fare disputes.
- Maintains schedule adherence.
- Keeps in radio contact with Dispatch/Supervisor to report any problems on the route such as bad road conditions and emergencies.
- Adheres to all standards of attendance and work sign-in requirements, and inspects bus before pulling out of the garage for safety and cleanliness.
- Fills out accident/incident reports in a clear, concise manner.
- Keep all information on bus current, such as pocket schedules, rider information, etc.
- Assists passengers with questions concerning routes and services.
- Maintains current knowledge of all route and schedule information.
- Attend regular safety meetings.
- Monitors potential safety problems, etc. that occur on routes.
- Reports all accidents or incidents to Supervisor.
- Performs as a Public Relation representative for the Transit System.
- Meets regularly with Supervisor, Dispatchers to coordinate current route schedule.
- Promotes safety and good housekeeping for the Transit System.

El Metro reserves the right to assign additional or different duties to employees within this job classification consistent with the changing needs of El Metro. Any duties described herein are subject to change at any time.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

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. Work is performed inside and outside the building facility. Physical ability requires frequent subjection to elements, such as fumes, gases, dust, grease, smoke, oils, noises, extremes in temperature and humidity. The employee is regularly required to sit and walk, listen and lift 50 lbs and/or move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Visual acuity (corrected) must be 20/25 single eye, 20/20 both eyes; 70 degrees field of vision; red/yellow/green color vision. Standards apply to both day and night vision. Physical ability required to be mobile, bend, stoop, stand, climbs ladders and/or stairs, reach to adjust or repair equipment or materials, simultaneous use of both arms and both feet. Requires simple grasping and fine manipulation as well as hard grasping and medium dexterity as well as foot controls either simultaneously or single use.

Work hours may involve early mornings, late night, weekends, holidays and/or split shifts. Days off are subject to be canceled. In accordance with Americans with Disabilities Act (ADA), reasonable accommodation may be made to empower individuals with disabilities to undertake the essential duties and responsibilities of the position.

**Laredo Transit Management, Inc. Is an Equal Opportunity/ Affirmative Action Employer and Complies with the Americans with Disability Act.**

Apply by obtaining and submitting an application to the Department of Human Resources, 1301 Farragut St. -3<sup>rd</sup> Floor Laredo, Texas 78040. (956) 795-2288