

Capital Area Rural Transportation System (CARTS)
Headquarters Office: 5300 Tucker Hill Lane
Cedar Creek, TX 78612
www.RideCARTS.com

*CARTS provides transportation services in nine Texas counties surrounding the capital city:
Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Travis, and Williamson.*

CARTS is a public agency, a transportation district.

Job Posting

Position: Driver	Opening Date: January 11, 2018
Wage: \$12.24 per hour	
Work Location: See below	Closing Date: February 12, 2018 or until filled

NOTE: The Austin and Cedar Creek office locations are currently CLOSED to the public.

CARTS is hiring Drivers (CDL licensed) for the following areas:

Bastrop Full-time

Georgetown Full-time

Georgetown Part-time

LaGrange Full-time

Lockhart Full-time

San Marcos Part-time

Schulenburg Part-time (approx. 30 hours/wk)

Drivers report to their assigned work location using their own vehicle or means of transportation.

Position Summary

Drives bus, sedan, or other vehicle to transport passengers in a safe, professional, and timely manner, and assists passengers as needed.

Work Schedule

Positions are Monday through Friday. (Georgetown will have some Saturday work.)

Shift times vary, generally between the hours of 6:00 a.m. through 8:30 p.m.

Wage

\$12.24 per hour

Full-time employees (40 hours per week) receive medical, dental, and life insurance at no cost. Additional benefits offered, including retirement plan.

Qualifications

- License Endorsements for *Passenger* and *Air Brakes* are both required
- State of Texas Commercial Driver License (Class B or A)
- High School Diploma or GED (preferred)
- Previous commercial driving experience (preferred)
- Must pass a Department of Transportation (D.O.T.) physical examination
- Must pass a drug test
- Must have a good driving record (three-year record with no more than two violations)
- Must pass a criminal background check

Required Knowledge, Skills, Abilities

- Communication skills (English), verbal and writing, with ability to fill out written reports.
- Ability to use local or regional geographic knowledge to locate addresses, and ability to read maps.
- Social skills with ability to communicate and interact with passengers under various conditions.
- Ability to demonstrate sensitivity to individuals with disabilities, recognizing their needs.

Summary of Functions and Responsibilities

1. Drive vehicles over specified routes, to specified destinations, or where directed

- Transports passengers according to time schedules. Curb-to-Curb Drivers must follow daily manifests or route schedules and make passenger pick-ups and drop-offs accordingly. Fixed-Route Drivers must maintain schedules and time-points and ensure that routes do not run ahead of schedule.
- Complies with traffic regulations, and maintains awareness of road conditions and weather, and ensures that passengers have a smooth and safe ride.
- Complies with all federal and state transportation laws and regulations that are applicable to the particular driving position.
- Follows the instructions given by the dispatch office, as well as those given by supervisors.
- May collect or process fares, tickets, or passes. May maintain records of the number of passengers transported, or obtain signatures from passengers. Documents any changes to the manifest/schedule.
- Operates vehicle with the comfort of passengers in mind to include regulating the air conditioning/heating systems, radio station content and volume, and minimizing sudden accelerating and stopping.

2. Communicates with Coworkers and Public

3. Assists Passengers

4. Maintains Vehicle

- Performs, and submits, pre-trip (and post-trip) inspections of vehicle as required by DOT regulations, including checking all fluid levels, cycling the wheel chair lift, and ensuring that the proper wheel chair securing straps are on board.
- Refuels vehicle at end of shift; may be required to perform basic minor vehicle preventive maintenance, for example replenishing fluids.
- Checks bus for remaining, possibly sleeping, passengers at the end of shift; follows lost-and-found agency procedures regarding any item left on a vehicle by a passenger.
- Maintains cleanliness of vehicle's interior and exterior, including floors, windows, mirrors, and, keeping vehicle free from trash and obstacles.

- Maintains and safeguards all property assigned and reports any misuse, destruction, or loss.
5. *Other Responsibilities*

Application Procedure

- ❖ Obtain a CARTS application:
 - Applications can be printed from: www.RideCARTS.com/about/employment
 - The **Cedar Creek location of CARTS is closed** to the public due to construction, please do not visit this location. Applications are available at the CARTS stations in Bastrop, Georgetown, and San Marcos (as well as other locations).
 - An application can be mailed to you by calling 512-505-5671. You may leave a message for an application- please leave a slow and clear message spelling your name, spelling the street address, and include the city and zip code. An application will be promptly mailed to you.
- ❖ Mail your completed CARTS application to:

CARTS
PO Box 6050
Austin, TX 78762

faxes are currently being accepted due to the construction
at our new headquarters location
FAX: 512-478-1110