

Capital Area Rural Transportation System (CARTS)  
Headquarters Office: 5300 Tucker Hill Ln  
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.*

*CARTS is an Equal Employment Opportunity employer.*

## Job Posting

<b>Position:</b> Driver	<b>Opening Date:</b> June 29, 2018
<b>Wage:</b> \$12.24 per hour	
<b>Work Location:</b> Georgetown	<b>Closing Date:</b> July 31, 2018 or until filled

CARTS is hiring *CDL-licensed* Drivers for the fixed-route public bus service in Georgetown.

### **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**

**Full-time, Part-time, and As-needed/part-time** positions are available.

Important: All new employees are required to attend a full-time two-week training class with hours being roughly 8:00a.m. – 5:00p.m.

Full-time position is 5 days per week.

Part-time position is at least 24 hours per week.

As-needed position is flexible in number of hours per week.

Most shifts will include Saturday work.

Work shifts vary during the times below.

Hours of operation: 6:15a.m. – 8:00p.m. Monday thru Friday

7:15a.m. – 7:00p.m. Saturday

### **Wage**

\$12.24 per hour plus benefits

Full-time employees (approx. 40 hours per week) receive medical, dental, and life insurance at no cost.

Additional benefits offered, including retirement plan.

Paid Annual Leave, Sick Leave, and Holidays.

## **Qualifications**

- State of Texas Commercial Driver License (Class B or A) *with* Passenger endorsement
- Air Brakes endorsement (preferred)
- 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**

- (1) Obtain a CARTS application.
  - Applications can be **printed** from: [www.RideCARTS.com/about/employment](http://www.RideCARTS.com/about/employment).
  - The Cedar Creek and Austin locations of CARTS are closed to the public due to construction; please do not visit these locations. Applications are available at the CARTS stations in Bastrop, Georgetown, and San Marcos.
  - 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.
  
- (2) Mail or fax your completed application.
  - Mailing address:     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

### **Equal Employment Opportunity (EEO)**

CARTS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by law.