

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> November 19, 2018
<b>Wage:</b> \$12.24 per hour	
<b>Work Location:</b> See below	<b>Closing Date:</b> December 21, 2018 or until filled

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

**Bastrop** Part-time\* (FT day, as needed basis)

**Cedar Creek** Full-time

**Elgin** Full-time

**Georgetown** Full-time

**Georgetown** Part-time\* (FT day, as needed basis)

**San Marcos** Full-time

**San Marcos** Part-time\* (FT day, as needed basis)

**Taylor** Part-time\*

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

\*All new employees must attend a *full-time* two-week training class with hours being roughly 8:00a.m.-5:00p.m.

### 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. (Exception: Georgetown has 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**

- 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 are available at most CARTS stations (including in Bastrop, Cedar Creek, Georgetown, and San Marcos).
  - Applications can be printed from: [www.RideCARTS.com/about/employment](http://www.RideCARTS.com/about/employment)
- (2) Submit a CARTS application.
  - Mail application to: CARTS  
PO Box 6050  
Austin, TX 78762
  - Hand deliver application to the CARTS Headquarters office at 5300 Tucker Hill Ln, Cedar Creek, TX 78612.

*(faxes are not accepted)*

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

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.