

Capital Area Rural Transportation System (CARTS)  
Headquarters Office: 2010 E. 6<sup>th</sup> Street  
Austin, TX 78702  
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

<b>Position:</b> Driver	<b>Opening Date:</b> May 25, 2017
<b>Wage:</b> \$12.00 per hour	
<b>Work Location:</b> Georgetown	<b>Closing Date:</b> June 25, 2017 or until filled

Employment opportunities for *CDL-licensed* Drivers in Georgetown.  
Positions are available now.

The new Georgetown fixed-route system will have four different bus routes that will connect at a transit center near the public library on Eighth Street.

*Both Full-time and Part-time positions are available.  
Full-time work schedule is Tuesday thru Saturday.*

### **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**

Multiple positions are available, both Full-time and Part-time.

*Following are the approximate schedules.*

#### Full-time Schedule

DAYS: Tuesday - Saturday

HOURS: Full-time **Morning** Shift– 6:15a.m.-2:00p.m. (starts an hour later on Saturday)

Full-time **Afternoon** Shift– 1:30p.m.-8:00p.m. (ends an hour earlier on Saturday)

#### Part-time Schedule

- Monday Only (all day) schedule available
- Other schedules available; 10-30 hours per week; morning or afternoon

## **Wage**

\$12.00 per hour

Full-time employees (approx. 40 hours per week) receive 100% paid- medical, dental, and life insurance. 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 are available in the Austin lobby and at most CARTS stations or they can be printed from: [www.RideCARTS.com/about/employment](http://www.RideCARTS.com/about/employment)
- ❖ Submit a CARTS application by mail or hand delivery to the CARTS Headquarters office (faxes are not accepted): CARTS, 2010 E 6th Street, Austin, TX 78702