

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

Position: On-Demand Driver	Opening Date: December 2, 2019
Wage: \$12.82 per hour	
Work Location: Manor	Closing Date: December 20, 2019 or until filled

*These positions **don't** require a CDL.*

Position Summary

Drives mini bus or other vehicle to pick-up, transport, and drop-off passengers with a focus on passenger and community safety.

Work Location

Manor

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

Work Schedule

Monday - Friday; Available shifts:

6:45a.m.-2:45p.m. (8 hours)

6:45a.m.-1:15p.m. (6 1/2 hours)

2:45p.m.-7:15p.m. (4 1/2 hours)

Wage

\$12.82 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

- High School Diploma or GED
- State of Texas Driver License
- Driving experience and good driving record; five (5) year record with no more than one (1) violation
- Must pass a Department of Transportation (D.O.T.) physical examination
- Must pass a criminal background check
- Must pass a drug test

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.
- Ability to use a mobile computing device such as an electronic tablet.

Summary of Functions and Responsibilities

1. *Drive vehicles over specified routes, to specified destinations, or where directed*
 - Transports passengers according to time schedules. Follows route schedules and makes passenger pick-ups and drop-offs accordingly.
 - 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- abiding by DOT regulations- pre-trip and post-trip vehicle inspections and submits reports; inspections include 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.
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

- (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.