Capital Area Rural Transportation System

Headquarters Office
5300 Tucker Hill Ln
Cedar Creek, TX 78612

Mailing Address
P.O. Box 2107
Bastrop, TX 78602

RideCARTS.com

Job Posting

Position: Driver
Work Location: see below
Wage: $19.00 – $20.50 plus benefits

Opening Date: September 16, 2026
Closing Date: until filled

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

CARTS is a public agency, a transportation district.

CARTS is an Equal Employment Opportunity employer.

CARTS is hiring Drivers for these openings:

*Location**	*Status***	*Required License and Endorsement(s)*
Bastrop	**Full-time**	Commercial (CDL) A or B; P Endorsement
Elgin	**Full-time**	Commercial (CDL) A or B; P & Air Brakes Endorsements
Elgin	**Full-time**	Commercial (CDL) A or B; P Endorsement
La Grange	**Full-time**	Commercial (CDL) A or B; P Endorsement
San Marcos	**Part-time**	Commercial (CDL) A or B; P & Air Brakes Endorsements

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

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

Important Note: All Drivers, Non-CDL and CDL, must pass a DOT physical paid for by CARTS.

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: all positions are Monday – Friday

Wage and Benefits: $19.00 per hour (CDL); $20.50 per hour (CDL large bus/Elgin location)
Full-time employees (40 hours per week) receive dental and life insurance at no cost and medical at low cost ($70.00 per month).
All regular employees (FT and PT) receive paid time-off- vacation, sick, holiday.
Additional benefits offered, including retirement plan.

Qualifications

- State of Texas Commercial Driver License (Class B, A or C) with Passenger endorsement*
- Air Brakes endorsement*
- 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 to five-year record with no more than two violations)
- Must pass a criminal background check

*depends on position (may not be a requirement); a standard TDL is accepted for some Driver positions

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 (preferred).

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. Drives timely and without running 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 wheelchair lift, and ensuring that the proper wheelchair 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 at the end of shift for remaining, possibly sleeping, passengers; 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 Austin, Bastrop, Cedar Creek, and San Marcos).
   - Applications can be printed from: RideCARTS.com

2. *Submit a CARTS application*
   - Mail application to:
     CARTS
     P.O. Box 2107
     Bastrop, TX 78602

   - Hand deliver application to the CARTS Headquarters office at 5300 Tucker Hill Ln, Cedar Creek, TX 78612, or a **local CARTS office**.

   - Email application to: jobs@RideCARTS.com

     (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.