

## **JOB ANNOUNCEMENT FORMAT AND INSTRUCTIONS**

July 2014

Golden Crescent Regional Planning Commission is accepting applications for the position described below. Employees are employed at will and, within the limits of state and federal law applying to public employment, may at any time during their employment be terminated, with or without notice, for any reason or no reason.

**GOLDEN CRESCENT REGIONAL PLANNING COMMISSION IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

The Immigration Reform and Control Act of 1986 require all new employees to present proof of eligibility to work in the United States. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

**Job Title:** Full-Time and Part Time Drivers

**General Statement of Duties:** This is a responsible position which requires some independent judgment. This position is considered Safety-Sensitive and is governed by FTA Drug & Alcohol Testing Regulations. Primary responsibilities include the transport of passengers in a safe, courteous and reliable manner.

**Desired Knowledge, Skills, and Abilities:** Ability to communicate with the public, and the ability to understand and follow oral and written instructions. Applicant must possess computer typing and computer skills. Applicant must possess the ability to handle complaints and problems, and be sensitive to passenger needs. Applicant will be required to pass a road test in the type of vehicle he/she will be operating; Applicant will be required to pass pre-employment drug screening; Applicant will be required to pass a DOT physical examination; Applicant must not have no more than one (1) traffic citation for moving violations in the past year and no DWI/DUI convictions in the last seven years.

**Required Essential Job Functions:**

**SIT:** Drives bus on designated routes throughout cities or counties to counties, which requires tolerance of seated posture up to 12 hours.

**CLIMB:** Requires climbing steps up to 12 hours, frequently entering and exiting buses during shift.

**LIFT/MANUEVER/OPERATE:** Able to assist with personal items (maximum lifting 50 lbs). Requires horizontally transferring weight, 1 hour, a distance of 75ft without mechanical assistance.

Required to assist disabled passengers into and out of vehicle (maximum weight allowed on wheelchair lifts is 800 lbs which includes the client and wheelchair; wheelchairs are pushed, or slid side-to-side without lifting). Driver opens engine compartment hatch, adjust mirrors, and operate bypass on farebox requiring upper body forces of 55 pounds up to 1 hour.

**POSTURAL:** Required to secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. (Requires bending and/or kneeling).

**WALK:** Requires walking up to .25 miles, in an 8 hour shift to assist clients.

**VISION:** Requires (near, far, depth) vision (day and night) to complete written forms and reports, drive, observe traffic signals and signs, operate bus controls, switches, and levers, inspect bus for safety and cleanliness, collect fares, and keep all information on bus current.

**TEMPERATURE:** Operator must tolerate working environment with outside ambient temperatures, including excessive heat, cold, and precipitation when performing pre-trip inspection, assisting passengers or other duties as assigned.

Must tolerate working environment with inside controlled temperatures while driving the bus.

**COUPLING:** Operate communication or other bus equipment with switches and levers requiring coupling forces of 5 pounds up to 12 hours.

**Acceptable Experience and Training:** Graduation from an accredited high school is preferred, plus two years of full time experience in a transportation/public oriented field (college or business school training may be substituted equally for up to one year's experience);

Or

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**Required Certificates and Licenses:** Valid Texas Commercial Drivers License with endorsement to perform job duties.

**Starting Hourly Salary:** Pay Grade V (\$9.71 - \$12.48 per hour)

**Closing Date:** Open until position filled.

Applications will be accepted at the address listed below between the hours of 8:00 a.m. and 5:00 p.m., on the official application form. Forms or additional information can be obtained by contacting:

Golden Crescent Regional Planning Commission  
4902 John Stockbauer  
Victoria, Texas 77904  
361-578-8775 ext. 205