

**MENDOCINO TRANSIT AUTHORITY
CLASSIFICATION DESCRIPTION**

REVISED: APRIL 2003

CLASSIFICATION: TRANSIT VEHICLE OPERATOR
DEPARTMENT: TRANSPORTATION
POSITION: NON-EXEMPT, SAFETY SENSITIVE
UNION AFFILIATION: TEAMSTERS LOCAL 665

CLASSIFICATION SUMMARY:

Under the general direction of the Transportation Supervisor and direction of a Dispatcher, a Transit Vehicle Operator drives transit vehicles as assigned. A Transit Vehicle Operator will operate; heavy-duty, medium-duty or small buses along a fixed route while adhering to a timetable, or operate a paratransit bus providing curb-to-curb (dial-a-ride) service. Transit Vehicle Operators will collect fares, sell passes and provide information and assistance to passengers.

ESSENTIAL DUTIES:

1. Operate heavy-duty and medium duty buses, small buses, and paratransit buses in a professional manner to ensure that passengers experience a safe and comfortable ride.
2. Operate heavy-duty, medium-duty, and small buses along defined fixed-routes within the timeframe of the assigned route's printed schedule.
3. Operate paratransit buses within specific service areas, primarily providing disabled and senior citizen passengers with curb-to-curb (dial-a-ride) transportation.
4. Maintain a comprehensive knowledge of all MTA transit operations policies and procedures.
5. Respond to passenger requests for information about MTA services in a professional manner.
6. Assist, in a safe and professional manner, disabled or senior citizen passengers in boarding and disembarking from vehicles, including safe securement of passengers in wheelchairs.
7. Record and submit passenger data, odometer mileage, travel-time, fares, and ticket sales transactions on MTA forms in a concise and legible appearance.
8. Calculate and collect correct fares and the sale of tickets and punch passes.
9. Conduct thorough pre-trip and post-trip vehicle safety inspections, accurately recording the findings on MTA forms.
10. Report and record all physical damage, malfunctions, and suspected mechanical problems to maintenance personnel on MTA forms in a concise and legible appearance.
11. Fuel and sweep vehicles as needed in accordance with established procedures.
12. Prepare accident and incident reports in an accurate and legible manner on appropriate forms; interview passengers or witnesses to obtain needed information.
13. Operate a two-way radio, using proper radio communication procedures to communicate with Transportation Supervisors, other Transit Vehicle Operators, and Dispatchers.
14. Report all safety hazards and "MTA Personnel Policies" violations promptly to a Dispatcher or Transportation Supervisor.
15. Perform other related duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

1. Knowledge of laws, rules, regulations and procedures applicable to driving public transit vehicles.
2. Knowledge of California Highway Patrol and Department of Motor Vehicles regulations governing the safety and operation of public transit vehicles.
3. Ability to read maps and knowledge of geographical area, fare zones, routes, schedules, bus stops, and transfer points.
4. Ability to interact with the general public and an ability to use courtesy, tact, and good judgment and ability to maintain a calm, diplomatic and tactful attitude in dealing with difficult passengers.
5. Ability to react to emergencies by following established procedures and remaining calm and self-assured.
6. Ability to cooperatively work with others: be respectful of co-workers; promote teamwork; work constructively and effectively with Transportation Supervisors, Dispatchers, and other Transit Vehicle Operators.
7. Knowledge of proper two-way radio etiquette, and ability to communicate with supervisors, dispatchers, and other Transit Vehicle Operators using a two-way radio.
8. Ability to interpret oral and written communications and accurately and legibly complete reports in English.
9. Knowledge of MTA Operating Policies and Procedures, and ability to implement policies in a calm and professional manner.
10. Knowledge of basic vehicle maintenance routines, and the ability to detect and report obvious or suspected mechanical and maintenance problems on the vehicle(s).
11. Ability to perform simple addition and subtraction, calculate correct fares, and calculate correct change when selling punch passes and tickets.
12. Ability to communicate with a Transportation Supervisor regarding needs of or changes in ridership or fare revenue.

QUALIFICATIONS:

1. Possession of a California Class B Commercial Drivers License (CDL) with required General Public Paratransit Vehicle (GPPV) Endorsement and any other licenses required to operate heavy-duty, medium-duty, small buses, and paratransit buses.
2. Successful completion of a California Department of Transportation Class B Drivers Physical and MTA Physical Performance Evaluation.
3. Minimum six years of legal and safe driving records.
4. Possession of a high school diploma, GED or equivalent.

WAGES:

\$10.25 per hour during training (\$11.25 after Class B license is obtained) of approximately 8 to 10 weeks.

\$15.29 to \$19.82 per hour for cab after completion of training.

\$15.29 to \$19.82 per hour for bus after completion of training.

MTA provides for a regular progression of salary increases. Annual cost of living increases may also be granted.

SELECTION PROCESS:

A completed MTA employment application must be submitted to MTA along with the following: **1.** A current copy or your H6 driving record from DMV **2.** A letter of application explaining why you feel you are qualified for this position. Please explain your life experiences, training, education and any other information that supports consideration of you for this position. This letter must be a minimum of one page in length. You may include any personal or professional references that you feel are helpful. **3.** Resume (optional) Submit applications to MTA at 241 Plant Road, Ukiah. Applications will be reviewed and interviews scheduled by phone. All drivers are required to have a Physical Examination, a physical performance evaluation, and a pre-employment drug test. Positive test results will be reason to disqualify applicants from hiring. **This position will remain open until filled.**

BENEFITS:

Medical (Blue Shield PPO), Dental, Vision and Life (\$15,000) insurance are provided for full-time employees. Union employees pay 5% of the composite premium. For employees working 20 hours to 32 hours per week MTA pays a proportional amount. Example: MTA pays 62.5% for 20 hours per week, 78.1% for 25 hours per week. Employees may also purchase coverage for dependents at their own cost.

MTA contributes 6.255% to the California Public Employees Retirement System (CalPERS), while employees contribute 6.25% of earnings. Medicare is also provided at 1.45% of earnings. MTA does not participate in the Social Security System. A voluntary deferred compensation program is also available which is based on base wages, and MTA contributes up to 2% of the employee's contribution.

MTA observes nine holidays. Employees earn one floating holiday each year and two weeks of annual vacation leave. After four and seven years, vacation leave increases to three and four weeks respectively.

Employees accrue 13 sick leave days per year.

LOCATION & HOURS:

Location: Ukiah

Hours can run from 7:00 a.m. to 11:00 p.m., including weekends and holidays, for shifts as required.

PROBATIONARY PERIOD

Regular, full-time status is subject to successful completion of an eight month probationary period.

EQUAL EMPLOYMENT OPPORTUNITY

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age or disability.

UNION AFFILIATION

All full-time and part-time drivers belong to the Teamsters Local 665 Union

FURTHER DETAILS

We require all new drivers to be qualified for both bus and cab.