**MENDOCINO TRANSIT AUTHORITY**

CLASSIFICATION DESCRIPTION (Revised: June 2018)

**Title of Classification: Transit Vehicle Operator**

**Department: Operations**

**Reports to: Operations Supervisor with direction from Dispatch**

**FLSA / IWC Status: Non-Exempt, Safety-Sensitive**

**Bargaining Unit / Union: Safety Sensitive unit / Teamsters Local 665**

**Salary Range: See Classification Salary Matrix**

## CLASSIFICATION SUMMARY:

Under the general direction of an Operations Supervisor and at 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, and/or operate a paratransit bus providing curb-to-curb (dial-a-ride) service, under a variety of weather conditions.

Transit Vehicle Operators will act in a consistently respectful and professional manner with a variety of members of the public and weather conditions, 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 2-way radio, use proper radio communication procedures to communicate with Supervisors, other Transit Vehicle Operators, and Dispatchers, including presenting themselves over the air in a professional manner.
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 Dispatch or an Operations Supervisor regarding needs of/ or changes in ridership or fare revenue.

**QUALIFICATIONS:**

1. Possession and continued maintenance of a California Class B Commercial Driver’s 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. Successful completion of a standard DOT drug and/or alcohol screening, and test evaluation with a negative usage result.
4. Minimum six years of legal and safe driving records.
5. Possession of a high school diploma, GED or the functional equivalent.
6. Able to pay attention to detail, and accuracy required.
7. Fluent in English and able to understand and follow verbal and written English instructions. Spanish proficiency desired, but not required
8. Ability to work cooperatively with co-workers, dispatch, management and the public.
9. Tactful, courteous, emotionally stable and mature.
10. Reliable, dependable, diligent, arrives on time, able to perform the duties in a timely and professional and responsible manner.
11. Self-motivated and able to work in the field professionally, calmly, respectfully and responsibly with a level of authority while driving and interacting with the public.
12. Knowledge of standard operating procedures and able to follow instructions.
13. Able to be show up to work on shift promptly and on time.
14. Able to perform duties with little supervision but be able to take direction and training and remember tasks assigned.
15. Able to interact with coworkers and the public in a responsible and professional manner.

**MENTAL AND PHYSICAL ABILITY:**

1. Establish and maintain effective working and communications relationships with others.
2. Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
3. While performing the essential functions of this job, the incumbent is regularly required to sit for long hours, use hands to handle or manipulate objects, to reach with hands, arms, and speak and hear. Deal with competing tugs on their attention, including traffic, other drivers on the road, passengers and incoming information from Dispatch
4. Lift and carry, push and/or pull, or move items weighing up to 30- 50 pounds on a regular basis, including manipulating with mechanical assistance, wheel chairs and other mobility devices of passengers.

**WORKING CONDITIONS:**

1. Work is performed in a bus or paratransit vehicle environment with constant exposure to outdoor temperatures, often dirt and dust, heat and cold or rain.
2. The incumbent's working conditions may be loud at times and at some locations.
3. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).  Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**WORK HABITS:**

1. Arrive at work on time and perform duties professionally and timely.
2. Obtain approval from supervisor for any changes in work schedule or absences.
3. Treat co-workers, clients and the public with respect, maintain a positive attitude in an occasionally stressful environment.
4. Represent agency / program to the community in a positive light.
5. Stay focused on the job duties assigned and promptly ask for assistance if needed.
6. Take pride in creating a good work environment and dress appropriately.

**SELECTION PROCESS:**

1. 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) an application letter explaining why you feel you are qualified for this position: Explain your experience, training, education and any other information that supports consideration of you for this position. You may include any personal or professional references that you feel are helpful. (3) Resume (optional)
2. Submit applications to MTA at 241 Plant Road, Ukiah, or by email or fax to (707) 462-4958.
3. Applications will be reviewed, and interviews scheduled by phone or email.
4. All drivers are required to have a DMV Physical Examination, an MTA physical performance evaluation, and a DOT pre-employment drug test. There will be random drug and alcohol tests during employment. Positive drug test results will be reason to disqualify applicants from hiring or cause for discipline up to and including termination.
5. Criminal background checks will be required for paratransit licensing.

**BENEFITS**:

1. Medical, Dental, Vision and Life insurance are provided for full-time employees. MTA pays 95% of the cost of the composite premiums for coverage. Employees pay 5% of the composite premium. For the purposes of benefits, a full-time employee is a regular employee assigned to work 32 hours per week or more.
2. For part time employees assigned to work 20 to 32 hours per week, MTA pays a proportional amount, with 32 hours representing full time employment. For example: for an employee working 20 hours per week, MTA pays 62.5% of the composite premium and the employee pays 37.5%; for an employee working 24 hours per week, MTA pays 75% of the composite premiums. Employees may also purchase coverage for dependents at their own cost.
3. MTA is part of the California Public Employees Retirement System (CalPERS). Medicare is provided. MTA does not participate in the Social Security System. A voluntary deferred compensation program is also available which is based on base wages. MTA contributes a match of up to a 3% of the employee's salary / contribution.
4. MTA observes nine holidays.
5. 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.

**MATERIAL AND EQUIPMENT USED:**

Manual operation of bus and heavy equipment, use of communications equipment, including radios and cell phones and computers and tablets for recording information.

**LOCATION &HOURS:**

Location: Ukiah/Willits/Fort Bragg/Point Arena (as assigned)

Hours can run from 6:00 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, ancestry, national origin, religion, creed, age (over 40), mental or physical disability, sex, gender (including pregnancy, child birth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, or military and veteran status.

**FURTHER DETAILS:**

We require all new drivers to be or become qualified for both bus (fixed route) and para transit (dial-a-ride).

Received on

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Signature Print Name