 **Transit Bus Driver Standard Job Description**

**Classification Title:** Transit Bus Driver

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 6

**Minimum Pay:** $19.09

**Job Description Summary:**

The Transit Bus Driver is responsible for driving the Texas A&M University transit routes as scheduled and providing customer service by assisting passengers with questions on policies, routes, etc.

**Essential Duties and Tasks:**

**50% Driving and Operating University Transit Routes**

* Drives Texas A&M University transit routes as scheduled.
* Operates assigned equipment in a safe and efficient manner, adhering to all University, departmental, and unit policies, as well as local, state, and federal laws.
* Conducts proper pre- and post-trip vehicle inspections and notes any discrepancies at the beginning and end of every shift.
* Reports any potentially hazardous vehicle maintenance or safety issues immediately to a Transit Supervisor or dispatch.

**20% Customer Service and Passenger Management**

* Provides exceptional customer service by assisting passengers with questions on policies, routes, checking IDs, accurately documenting passenger counts, and handling para service needs.
* Represents the department professionally to internal and external customers.
* Ensures a pleasant and safe environment for passengers during transit.

**5% Safety and Maintenance**

* Ensures cleanliness of all equipment assigned during the shift.
* Maintains vigilance over the condition of the vehicle and equipment, ensuring they meet safety standards.

**5% Administrative Responsibilities**

* Maintains 100% on-time compliance with all university-required training for employees.
* Approves time worked and requests appropriate leave in a timely manner.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school graduation or equivalent combination of education and experience.
* Two years of related work experience.

**Required Licenses and Certifications:**

* Valid vehicle operator’s license and good driving record.
* Must be able to obtain State of Texas class “B” vehicle operator’s license (commercial driver's license with passenger endorsement and air brakes endorsement) within 60 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Demonstrate the ability to operate several types of buses and vans to the extent of maneuvering safely through congested traffic conditions, adverse weather, and road conditions.
* Exhibit a high degree of mental concentration and independent judgement.
* Good verbal and written communication skills.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Bus and 2-way radio
* Computer and internet

**Physical Requirements:**

* Must be able to lift, bend and stoop, and assist and/or move people with disabilities as they board/off-board the bus and other campus vehicles.

**Other Requirements and Factors:**

* Persons in this position are considered essential during university emergencies, campus closures, or class cancellations, requiring readiness to respond promptly.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**