**Transit Trainer Standard Job Description**

**Classification Title:** Transit Trainer

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Market Pay:** $25.25

**Job Description Summary:**

The Transit Trainer is responsible for training budgeted and student transit drivers during the out-of-service and in-service phases of training, being knowledgeable of the daily operation of the campus transit system, and assisting with coordinating drivers, trainees, and buses as well as assisting customers regarding the transit system.

**Essential Duties and Tasks:**

**30%: Training and Evaluation**

* Conducts in-service and out-of-service training for student drivers, focusing on proper vehicle operation, route operations, and service delivery according to the published schedule.
* Prepares drivers for the DPS skills and driving test required for the license.
* Provides written evaluations and feedback to trainees after each training shift.
* Makes recommendations to supervisors and management regarding trainee progression or the need for re-training.
* Performs re-training sessions as directed and conducts ride checks of drivers as assigned, regardless of weather conditions.

**20%: Customer and Trainee Assistance**

* Assists trainees and customers with inquiries regarding routes, procedures, and operations.
* Monitors trainees and drivers to ensure adherence to state laws, University rules, and departmental policies.

**15%: Administrative Support**

* Inputs necessary data entry related to trainee progress, training history, and other relevant reports and documents.
* Makes recommendations for improvements to the training program, materials, and efficiency.
* Assists in producing and revising training manuals and materials.

**10%: Reconnaissance and Reporting**

* Conducts reconnaissance to identify and report traffic and other situations affecting service.
* Reports missing bus stop signs, trees needing trimming, poor road conditions, and other issues impacting service effectiveness.

**5%: Monitoring and Improvement**

* Monitors customer service and operational efficiency.
* Provides recommendations to supervisors and management for enhancements to service delivery and operational soundness.

**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 multi-task and work cooperatively with others.

**Machines and Equipment:**

* Bus and 2-way radio: 25 hours
* Computer and internet: 2 hours

**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**