

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

JOB DESCRIPTION

TECHNICIAN II - DRIVER (REGIONAL TRANSIT SERVICES) [Non-Exempt]

SUMMARY OF POSITION

Performs routine motor vehicles operations. Work involves operating motor vehicles in transporting passengers or cargo, and prepares and maintains forms or records pertaining to vehicle operations. Required to drive all routes as assigned, (Cameron, Hidalgo, and Willacy Counties).

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Director/Assistant Director(s) of Regional Transit Services
2. **Directs:** Non-supervisory position
3. **Other:** Has contact with local, state, and federal agencies and officials, and the general public.

EXAMPLES OF WORK

Essential Duties*

- ❖ Operates motor vehicles such as passenger vans and medium duty buses;
- ❖ Must be flexible to work evening and weekend hours as required;
- ❖ Transports passengers on scheduled or on-call basis;
- ❖ Ensures vehicle passenger capacity is not exceeded and promotes the use of safety restraints;
- ❖ Ensures the safe loading and unloading of passengers;
- ❖ Performs operator maintenance before, during and after trips, i.e. checking and/or servicing motor vehicle fluid levels, tires, lug nuts and lights;
- ❖ Performs duties based on hours of operations and schedules developed by the Transit Services Division;
- ❖ Assists in the coordination of program activities with those of other departments and outside agencies and organizations, provides staff assistance to the regional council's membership, and prepares and presents staff reports and other necessary correspondence;

*For the purpose of compliance with the Americans with Disabilities (ADA) and this position is classified as a safety sensitive position in accordance with FTA 49 CFR Part 655 and Part 40.

❖ Assists in administering program goals, objectives, policies, and procedures necessary to provide transit services to the region;

❖ **Other Important Duties***

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge: Knowledge of commercial motor vehicle operation and traffic rules and regulation; and knowledge in the transporting of the elderly and adults with disability.

Skill/Ability: Skill in operating commercial motor vehicles; ability to follow schedules for pick-up and drop-offs of passengers; ability to follow instructions; ability in the transporting of the elderly and adults with disability; the ability to follow and traffic rules and regulations; and the ability to follow practices in the loading and unloading of passengers.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of experience in operating motor vehicles on a delivery or commercial basis,

or any equivalent combination of education, experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES, LICENSES AND STANDARDS REQUIRED

Must possess a Valid Class A, or B Commercial Texas Driver's License with Passengers Endorsement.

Have no more than one (1) moving violation for each year of the last five (5) years prior to submission of application.

Have no more than one (1) moving violations within the last twelve (12) months.

Must have two (2) full subsequent years with no violations if license has ever been suspended.

Must have five (5) full subsequent years with no violation if license has ever been revoked.

Must not have been convicted of a felony, or convicted of a drug or alcohol offense.

This Position is classified as a safety sensitive position in accordance with FTA's 49 CFR Part 655 and Part 40.

Employee's Signature	Supervisor's Signature

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