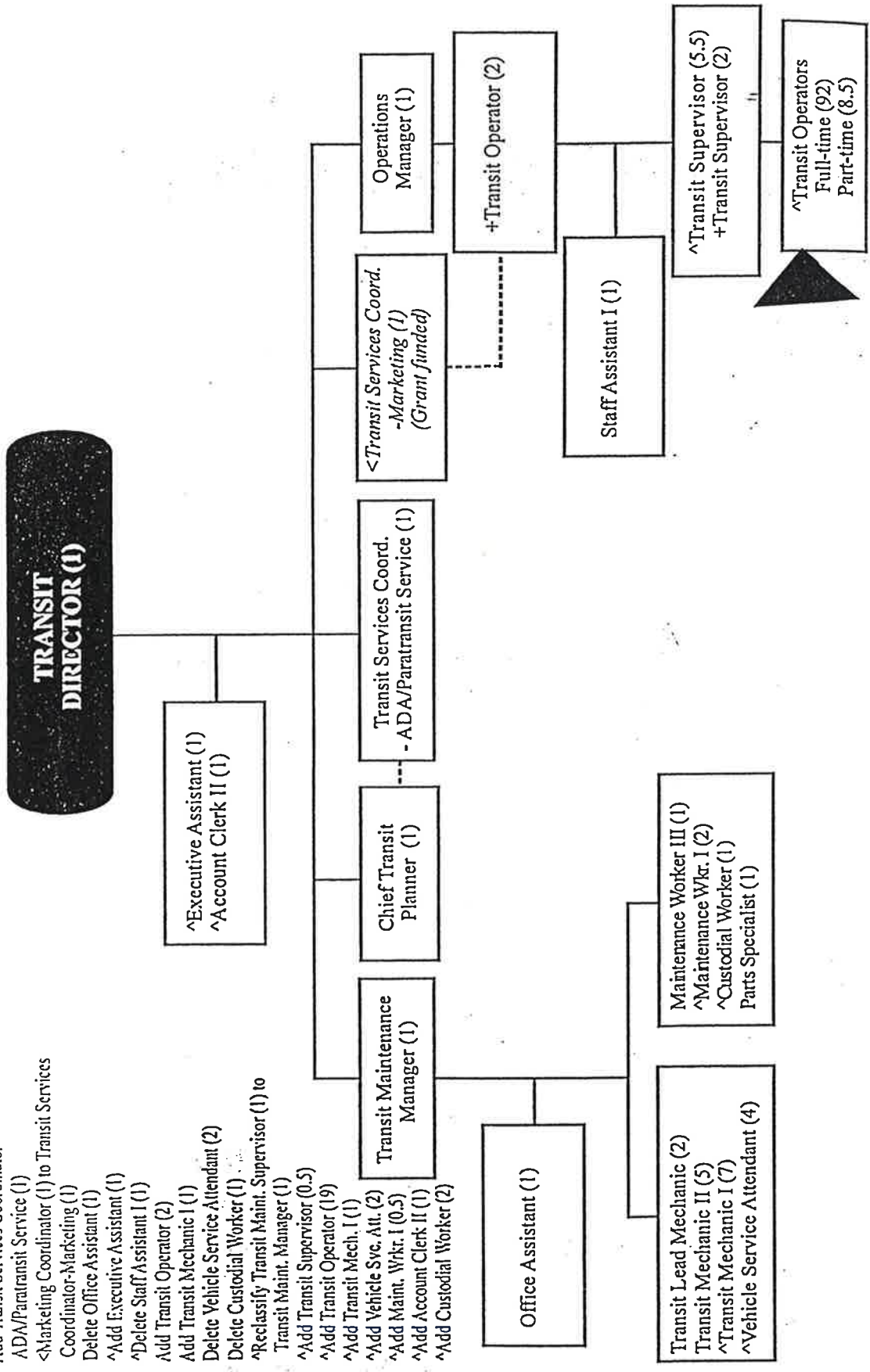


# REGIONAL TRANSIT SYSTEM FY 01-02 ADOPTED ORGANIZATION CHART

- Personnel Changes**
- Add Transit Services Coordinator
  - ADA/Paratransit Service (1)
  - <Marketing Coordinator (1) to Transit Services
  - Coordinator-Marketing (1)
  - Delete Office Assistant (1)
  - ^Add Executive Assistant (1)
  - ^Delete Staff Assistant I (1)
  - Add Transit Operator (2)
  - Add Transit Mechanic I (1)
  - Delete Vehicle Service Attendant (2)
  - Delete Custodial Worker (1)
  - ^Reclassify Transit Maint. Supervisor (1) to Transit Maint. Manager (1)
  - ^Add Transit Supervisor (0.5)
  - ^Add Transit Operator (19)
  - ^Add Transit Mech. I (1)
  - ^Add Vehicle Svc. Att. (2)
  - ^Add Maint. Wkr. I (0.5)
  - ^Add Account Clerk II (1)
  - ^Add Custodial Worker (2)



< Title Change only  
+ Special Assignment  
^ Changes made during FY 1999 and FY 2000

## **Transit Operator Trainee to Transit Operator Progression**

All Transit Operator vacancies will be recruited for by advertising for Transit Operator with additional language allowing underfilling at the Transit Operator Trainee level. A successful applicant for a Transit Operator position will be hired as Transit Operator if he/she meets the criteria listed below. If the applicant does not meet the criteria he/she will underfill the position as a Transit Operator Trainee with the salary appropriate for Transit Operator Trainee.

In order to progress to Transit Operator, an employee needs to meet all the following criteria within 8 weeks of hire:

- Possess a Commercial Driver License (CDL) class "B" with Passenger Endorsement (PE) and Air Brake Endorsement
- Have knowledge of RTS Policies and Procedures
- Certified as knowing all RTS routes

After the Trainee meets all the criteria above, the employee classification will be changed to Transit Operator. An ESMT will be issued by Regional Transit System administration indicating a Progression-through-Training personnel action with the appropriate salary for a Transit Operator.

Seniority will start from the moment the employee was hired as a City Employee.

## TRANSIT OPERATOR, TRAINEE (RTS)

### NATURE OF WORK

Entry level work learning the skills necessary for operating revenue service vehicles in a public transit system.

### CLASSIFICATION STANDARDS

Positions in this classification report to a designated supervisor and work under direct supervision. Work in this class is distinguished from higher classes by its lack of Transit Operator skills and from lower classes by its emphasis on learning Transit Operator skills.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Learns how to become proficient in the performance of the following:

To operate revenue service vehicles on regular or flexible routes in accordance with published schedules and reports any potential delays to the Road Supervisor/Dispatcher.

To collect fares, tokens, and passes from passengers.

To act as first-line customer service representative.

To record passenger data by fare types.

To report vehicle malfunctions during or after operation.

To secure wheelchairs in revenue service vehicles equipped to transport the disabled.

To announce stops for the visually impaired and comply with Federal safety regulations.

To report to work promptly and on a continuous and regular basis.

To perform pre-trip inspections.

To comply with Americans with Disabilities Act (ADA) guidelines.

To assist passengers embarking and disembarking the bus.

To distribute information to riders and answer questions about service, routes, and schedules.

#### NON-ESSENTIAL JOB FUNCTIONS

Will be required to respond under emergency conditions.

May supervise children depending on work assignment and location.

Performs other related duties as assigned.

**DRAFT**  
JOB CODE:

**MINIMUM QUALIFICATIONS**

Completion of the eighth grade with ability to read, write, and comprehend written materials.

Graduation from High School or possession of an acceptable equivalency diploma preferred.

**LICENSES/CERTIFICATES**

Employee must obtain a Commercial Driver License (CDL) class "B" with passenger endorsement in a period not to exceed eight (8) weeks.

Note: CDL-classified vehicles that are not driven on public roadways do not require a CDL license.

**NOTES**

Driving record shall reflect a three-year period with a maximum of 3 points and must also be free of citations for DUI, DWI, reckless driving, speed in excess of 30 mph, or license currently suspended or revoked.

Pre-employment medical examination required, including satisfactory drug screening.

Work may require performing tasks in and around heavy traffic.

Work schedules may require split shifts and non-consecutive days off.

Work may require performance of tasks outdoors under varying climactic conditions.

**SELECTION FACTORS**

Ability to acquire:

Thorough knowledge of City geography.

Thorough knowledge of operation and use of diesel powered and/or alternative fuel vehicles.

Knowledge of State and local traffic and other regulations governing the use of passenger-carrying vehicles in the city.

Knowledge of occupational hazards involved and safety precautions necessary in operation of a bus.

Ability to report to work timely and adhere strictly to projected schedules.

Ability to work effectively with coworkers and the general public.

Ability to handle money.

Human Resources Department: \_\_\_\_\_ / \_\_\_\_\_  
Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: [DRAFT 6/4/02]