



Position Title: **Bus Driver/Operator (Full and Part Time Positions)**
Classification: Non-Exempt
Location: Operations – 8800 Corridor Road, Annapolis-Junction, Maryland
Reports To: Dispatchers, Operations Supervisors, Operation Manager, AGM- Operations
Wage Rate: \$25.20 per hour – Fixed Route Service (CDL with airbrake and Passenger endorsement)
\$20.93 per hour – Paratransit and CDL-Trainee (non-CDL)

ABOUT US

The Regional Transportation Agency (RTA) manages and operates public transportation in Anne Arundel County, Howard County, northern Prince George’s County, and the City of Laurel. RTA employs 170 administrative and operational staff out of our Annapolis-Junction location.

JOB DESCRIPTION

We are seeking a dedicated, responsible, team-oriented, Bus Driver/Operator to provide reliable and efficient service while operating transit vehicles. A CDL, with airbrakes and “P” endorsement is required!

For drivers without a CDL, feel free to apply for our Paratransit/ADA Bus Driver or the CDL Trainee position.

KEY RESPONSIBILITIES, INCLUDING, BUT NOT LIMITED TO:

- Drives one of several different transit buses or company non-revenue vehicles in a safe, courteous, and reliable manner throughout the contracted service area within a daily assigned time schedule.
- Demonstrates reliability, flexibility, and professionalism with and without direct supervision.
- Performs pre/post trip vehicle inspections as required.
- Possess a functional knowledge of the demographics of the service area, and must read and understand street signs, route sheets and maps.
- Stops at designated points to load and/or unload passengers.
- May assist in the boarding of passengers using wheelchairs or other mobility aids and is required to properly secure wheelchairs and scooters.
- Notifies dispatch of deviations, overload, accidents, passenger incidents, medical/behavioral problems, or bus mechanical/electrical trouble.
- Assures that fares are deposited into the fare box and dispenses information. Advises passengers of rules and regulations when necessary.
- Timely and accurately completes/submits written reports concerning passengers and all accidents.
- Accurately and efficiently operate on-board computer fare boxes, destination signs, tablets, and/or other electrical and technical instruments.
- Ability to verbally communicate with passengers and dispatchers/road supervisors including use of a 2-way radio and PA system.
- Must be able to work shift hours and days assigned.

Transit Management of Central Maryland (TMCM)/Regional Transportation Agency (RTA)

8800 Corridor Road • Annapolis Junction, Maryland 20701 • Phone 410-796-6589

Knowledge, Skills, and Abilities:

- Demonstrates behaviors that are consistent with standards for professional and ethical conduct.
- Excellent customer service skills
- Ability to interact with all interdepartmental personnel.
- Positive attitude and sensitivity in dealing with customers with special physical and/or non-neurotypical needs.
- Ability to read, write, and speak English and perform basic mathematical procedures.
- Professional experience and professional demeanor

Minimum Qualifications:

- High School diploma or GED equivalent
- Ability to communicate clearly in the English language.
- Must satisfactorily complete all required training.
- CDL w/ air brake & passenger endorsements
- Physical Requirements & Working Conditions:
- Ability to work under stress (possibly high) at times and meet strict timelines.
- The ability to work early morning hours, and other varied hours.
- Must have good depth perception, peripheral vision, distance vision, and color perception as is required to drive a motorized vehicle.
- Possess a sense of hearing, including tone, pitch, and volume when operating transit vehicle, using 2-way radio, and assisting passengers and public.
- Must have good manual dexterity to perform the basic functions of the keypad. Required to reach, grasp, and use multiple objects which include but are not limited to a 2-way radio, door controls, PA microphone, steering wheel, wheelchair lift control, and bus door control.
- Required to sit while operating vehicle approximately 85 - 90% of the workday. The remaining 10- 15% of the day will require the operator to move both in the internal and exterior perimeters of the bus, including a pre-trip and post-trip inspection of the vehicle by walking around and through the vehicle.
- Ability to push/pull tension of at least 50 pounds and the ability to bend and stoop/kneel to assist passengers boarding and securing in wheelchairs/scooters and/or to retrieve equipment. Twist at the knee and waist when operating vehicle, performing vehicle inspections, and securing wheelchairs. Reach forward, backward, upward, and downward while performing duties.
- Subject to wet, cold, and/or hot environmental conditions.
- Subject to heavy traffic, lights (night), with varying road conditions (seasonal)
- Subject to vehicle noise and vibration while operating vehicles.
- Subject to vehicle exhaust fumes and odors, road dusts, and mist.
- This is a bargaining unit position.

Right to Revise:

This job description is not meant to be all-inclusive, and the company reserves the right to revise this job description as necessary without advance notice.

The duties and expectations herein are intended to describe the general nature and level of work being performed by employees. They are not to be construed as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.



We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment.