

## Job Opening: Para-Transit / Fixed Route Bus Operator

### Work Location Address:

611 SW Bishop Rd.

Lawton, Oklahoma 73502

Department: Operations

Opening Date: Continuous

Number of Openings: Multiple

Type of Employment: Full-Time and Part-Time

Business Title: Para-Transit / Fixed Route Bus Operator

Salary: \$10-\$11 starting wage & PAID TRAINING

Travel (Overnight): 10%

Shifts: Varies Monday – Saturday between 5:00 am – 10:00 pm

Type of Driver's License Required: CDL Class B, with Passenger and Airbrake endorsements

\*\*\*\**Licensing assistance is available, please contact HR*\*\*\*\*

### JOB POSTING:

An energetic and customer-service oriented Fixed Route / Para-Transit Bus Operator is sought for the Lawton Area Transit System; requires a high school diploma or equivalent and three years' experience in the operation of a municipal bus system or other customer service oriented business operation. Must be able to communicate clearly; sit for extended periods; work in extreme weather conditions; aid disabled passengers on and off buses, wheelchair lifts and tie down positions; complete training courses.

### GENERAL DESCRIPTION:

Par-Transit Bus Operator is responsible for the safe and timely operation of various sizes of passenger transport vehicles within a scheduled run, or special service, requires a thorough knowledge of passenger safety, ability to maintain courtesy under stress, while dealing with the public. Must be able to courteously answer questions and solve transit related problems of passengers and practice defensive driving habits.

### MINIMUM REQUIREMENTS:

- Education and Experience: Be at least 21 years of age (preferred 25 or older), have a high school diploma or general education degree (GED), carry a valid Class B Oklahoma Commercial Driver's License with airbrake and passenger endorsements, be able to maintain a current DOT physical examination card, have a general knowledge of traffic and highway safety rules and regulations, and of the precautions necessary to avoid accidents, to operate a passenger transport vehicle in a safe and economical manner, and have the ability to complete various forms and records, including updated route sheets, count sheets, charter forms, incident and accident reports, etc.

### ESSENTIAL DUTIES:

The essential functions include, but are not limited to the following:

- Complete training and development classes as provided by the Director/Supervisor.
- Perform pre-trip and post-trip inspections of transport vehicles for mechanical and/or safety issues.
- Maintain a working knowledge of streets, routes, and bus stops within LATS coverage area.

- Adhere to tight time schedules under varying weather and traffic conditions and still operate the transport vehicles in a safe and courteous manner.
- Interact with the general public and all LATS passengers in a professional and courteous manner, regardless of the actions of the passengers.
- Assist in the boarding and departing passengers with disabilities including the use of four point securing of wheel chairs and scooters.
- Maintain knowledge of and strict adherence to all LATS operating rules, policies, and regulations.
- Announcing designated stops in accordance with the Americans with Disabilities Act and LATS procedures.
- Accurate and legible completion of accident and incident reports, as required.
- Clearly conduct radio communications with other LATS vehicles and dispatch.
- Monitor and collect fares and passes, count passengers and record the numbers.
- Be a professional representative of LATS and its management.
- Some outside working hours may be required for special events or training.

**CONDITIONS OF EMPLOYMENT:**

- Driver's record check will be conducted by the company. Satisfactory driving records are required for driving company or personal vehicles to conduct company business.
- Must attend work regularly and observe approved work hours.
- External final applicants for any company position who could potentially be required to drive for the company or direct the movement of any company owned vehicle must pass a drug test prior to employment and will be subject to reasonable and random drug and alcohol testing during employment.
- External final male applicants who are 18-25 years of age will be required to furnish proof of registration or exemption from registration with the Selective Service System.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:**

*If requested, reasonable accommodations will be made for persons with disabilities for any part of the employment process in accordance with the Americans with Disabilities Act of 1990.*

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the Human Resource Department. As part of its employment process, the company may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

**TO APPLY:**

Submit application, resume, cover letter, and any other applicable information to Human Resources, information may be e-mailed at [hr@ridelats.com](mailto:hr@ridelats.com) , faxed Attention: Human Resources to (580) 699-3642, mailed to P.O. Box 286, Lawton, OK 73502, or Dropped in person at 611 SW Bishop Road, Lawton, OK 73501.