



## BUS OPERATOR TRAINEE

Company Name: Capital Area Transit System

Position Type: Fulltime

Location: Baton Rouge

The Capital Area Transit System, commonly referred to as CATS, provides bus services to residents of and visitors to Baton Rouge and Baker, Louisiana.

**CATS Mission Statement:** Enriching the lives of our customers and communities by offering independence and safety ... connecting you to what matters.

### **CATS Vision:**

- Safety First
- Customer-Focused
- Drive Economic Excellence
- Integrity in Everything We Do
- Social and Environmental Responsibility

**CATS Governance:** CATS is governed by a nine-member Board of Commissioners, which meets monthly to handle the business of the agency. The CATS Board hires a CEO to manage the day-to-day functions of the agency and implement its strategic visions for the system. CATS is an independent agency from the City-Parish government, funded by a combination of a local millage, self-generated funds, and state and federal transportation dollars. The Baton Rouge Metro Council appoints the nine members of the CATS Board of Commissioners.

### **POSITION SUMMARY**

Under the direction of the CATS Operations Trainer, trainee will receive instruction for the purpose of acquiring the necessary skills to safely and effectively operate transit buses over designated routes within established time schedules. This position will learn the primary duties of and working towards full certification and licensure to become a qualified Bus Operator.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Trainees will receive instruction on how to:**

- Examine bus to insure its proper mechanical operation, including review of all safety features.
- Safely operate transit buses in revenue service according to the State of Louisiana traffic regulations, transporting passengers over established city routes according to required time schedule.
- Collect bus fares, issue transfers, and answer passengers' questions in a professional and congenial manner.
- Conduct ridership surveys.
- Report bus stop and bus shelter problems, delays due to accidents, street closures, and passenger misconduct incidents.
- Provide passengers with information regarding bus routes, answer service questions and announce major bus stops and transfer points.
- Enforce company policies regulating passenger conduct.
- Assist in loading, securing, and unloading wheelchairs and passengers based on the requirements of the Americans with Disabilities Act (ADA) of 1990.
- Report any dangerous conditions that could jeopardize the safety of the passenger or other members of the public.
- Maintain contact with dispatch and reports current position and conditions effecting the operation of the route as required.
- Complete other duties as assigned.

## **DESIRED SKILLS AND ABILITIES**

- Follow oral and written instructions.
- Drive a motor vehicle safely and efficiently.
- Possess great customer service skills.
- Ability to communicate and interact effectively and respectfully with other employees, supervisors, individuals from other organizations, and customers.
- Ability to establish and maintain an effective and cooperative working relationship with co-workers, supervisors, other company employees, city officials and the general public using courtesy, tact, and good judgment.
- Ability to deal with difficult situations and understand the views and concerns of others.
- Demonstrated ability to work effectively in a diverse workforce.
- Ability to work in varying weather conditions.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices within 90 days of employment.

## REQUIRED QUALIFICATIONS

- **MUST be at least 21 years of age or older and be able to obtain Commercial Driver's License with Passenger Endorsement**
- High school diploma or equivalent
- MUST be available to work varying shifts to include days, nights, weekends and holidays.
- MUST be able to pass physical agility tests with no limitations on upper or lower back.
- MUST be able to walk, kneel, bend, push and/or pull to complete moderate to heavy lifting when necessary to perform the essential functions of the position.

### How to apply:

Please visit [www.brcats.com/apply](http://www.brcats.com/apply) to complete and submit online application or download, complete and submit application to [catscareers@brcats.com](mailto:catscareers@brcats.com).

***CATS provides equal employment opportunities (EEO) to all employees and all qualified applicants will receive consideration for employment 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, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.***

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment 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 law.*