



Job Description

Job Title: Driver

Work Location: Terrell, TX

Division/Department: Operations

Reports to: Transportation Director

FLSA Status:

☒ Full-time
☐ Part-time

☐ Exempt
☒ Nonexempt

Salary Grade: Hourly Bi/Weekly

Job Summary:

As a STAR Transit driver, you will be responsible for safely operating a transit motor vehicle and providing excellent customer service. Your primary objective will be to provide safe, reliable, on time, and efficient public transportation. Represent STAR Transit in the most ethical manner to maintain the high standards of the agency. Also serves as Front Line Employees for the agency's Safety Plan. Front Line Employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to the Safety Management System's success through each employee's respective role in reporting safety hazards, which is where an effective Safety Management System and a positive safety culture begins.

Structure:

- May work an excess of 40 hours when approved by manager. For holiday or shift coverage. Hours may be before or after normal business hours.
- Benefits include medical, dental, vision, and life insurance as defined in the employee handbook.
- Time off includes vacation, paid time off, birthdays, and holidays as defined in the employee handbook.
- \$18.50 per hour/\$38,480.00 annually. (Effective 09/01/2026)

Essential Duties and Responsibilities Include:

- Complete training covering changes in the transportation program, reporting requirements, and vehicle operation, including special equipment, as needed.
- Responsible for daily cleanliness, appearance, and sanitation of vehicle.
- Responsible for notifying Fleet Manager of any vehicle problems.
- Daily inspection of the bus for defects before and after trips, and submits the report to Fleet Manager indicating the vehicle condition.
- Collects bus fares in accordance with STAR Transit procedures.
- Operate and maintain radio or phone contact with dispatcher and follow radio procedures at all times to maximize efficiency and report any schedule change to the dispatch office.
- Drive safely and obey all traffic laws, including following the standard operating procedures.
- Maintain a polite and safe atmosphere on the vehicles at all times.
- Provide curb-to-curb assistance to passengers to the extent necessary to ensure a safe and comfortable ride, including: (1) assisting passengers to and from the vehicle by providing support for ambulatory persons while walking and assisting persons using mobility devices up and down the steps. (2) Using the vehicle lift, assist in positions the mobility device onto and off the lift. After loading the passengers who use a mobility device, the driver will have to bend and/or reach to secure the mobility device to the vehicle with the four-point securement system.
- Learn STAR Transit's service areas, be alert to changes in roadways or destinations, and relay that information to the dispatch office.
- Immediately report any accidents or incidents to Dispatch at the time of the occurrence.
- Maintain commitment and core values.
- Comply with changes, additions, or removals of service requests.
- Perform additional duties as required by management.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Current DOT Physical.
- Hold and maintain an active CDL/Driver's License during tenure of employment.
- Drivers will be required to complete training for Passenger Assistance Training, First Aid & CPR, Defensive Driving, and Sexual Harassment.
- Drivers must have good driving records and maintain that good driving record during employment.

- Drivers are required to complete a Criminal background and Motor Vehicle Report before employment and each year thereafter.
- Comply with all standards and requirements of STAR Transit's Drug and Alcohol Policy, Sexual Harassment Policy, and Accident Prevention Plan.
- Complete training on STAR Transit's transportation program, policies, reporting requirements, vehicle operation and the geographical area(s) in which STAR Transit operates.
- Complete training to use special equipment on vehicles such as wheelchair lifts and securement, and communication equipment (cell phones, walkie-talkies, MDCs).
- Must have the ability to drive all STAR Transit vehicles.
- Knowledge of computer and tablet.

Education and/or Work Experience Requirements:

High school diploma or equivalent

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Long periods of sitting.
- Physically able to enter and exit the bus with each client.
- To step-up approx. 20" to enter, bus multiple times during a shift.
- Be able to bend over to secure the wheelchairs to the floor multiple times during the shift.
- Be able to squat or get down on one or both knees multiple times during a shift.
- Have physical strength to be able to help passengers using mobility devices.
- Able to lift no more than 50 lbs.

Ability to:

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- To effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- To apply concepts of basic math.
- To solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- To interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- To work a flexible work schedule. Variable shifts, irregular hours, and to be available for work on a short notice.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position.

Print Employee Name:

Employee Signature:

Date:
