



JOB SPECIFICATION
COACH OPERATOR TRAINEE

Code 14460
Grade GS 42

General Purpose

Under immediate supervision, attend and complete classroom and field training in operating passenger coaches in a safe, courteous and timely manner.

Typical Duties:

Attend and complete classroom and field training in operating passenger coaches. Involves: Attend training in passenger coach functions, operations and maintenance, departmental requirements, policies and procedures, traffic laws, two-way radio operation, established routes and schedules, defensive driving, safety and emergency practices, public relations and customer service skills, and Commercial Driver's License (CDL) requirements.

Knowledge, Skills, and Abilities

- Application of good knowledge of transit coach operations, traffic laws and occupational hazards and safety practices applicable to passenger transportation, including accessibility compliance.
- Application of some knowledge of customer service and public relations practices and procedures.
- Perform basic math, follow verbal and written instruction, read and follow schedules.
- Establish and maintain effective working relationships with supervisors, coworkers and the general public.
- Communicate effectively and politely.
- Observe safe-working practices at all times to ensure both operator and passenger safety.

Other Job Characteristics

- Exposure to extreme weather conditions when attending field training.
- Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, or positions of a safety sensitive nature within Mass Transit, are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.
- Incumbents of this position must be insurable.

Minimum Qualifications

Education and Experience: Completion of tenth grade and one (1) year experience in the operation of medium commercial vehicles, passenger buses or public contact or customer service. Twenty-one (21) years of age, pass background investigation and successfully complete periodic physical examinations as required by federal transportation regulations.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state. Must have Commercial Driver's License learner's permit by date of appointment.