



**Please submit applications or resumes to:**  
**Brandy Brannon, Director of Human Resources**  
**East Texas Council of Governments**  
**Human Resources**  
**3800 Stone Road, Kilgore, TX 75662**  
**Ofc: (903)984-8641 ext. 236 Fax: (903)983-1440**  
**Email: HR@etcog.org**

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## **Bus Operator**

### **Schedule:**

**Part-time**

### **Location:**

**Various locations throughout the East Texas Region**

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### **POSITION SUMMARY:**

Operates ETCOG's transit buses to transport passengers over specified routes to local or distant points according to time schedules, charters and special services.

**Reports To: Assistant Operations Manager**

### **SUMMARY OF ETCOG'S WORK**

ETCOG is a voluntary association of counties, cities, school districts and special districts within the fourteen-county East Texas region. ETCOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development. Established in 1970, ETCOG, either directly or through its contractors, provides programs and services for East Texas seniors, employers, and job seekers. ETCOG and its contractors also builds the 9-1-1 emergency call delivery system, provides peace officer training and homeland security planning services; and delivers rural transportation services, business finance programs, and environmental grant funding for its region.

### **SUMMARY OF THE TRANSPORTATION DIVISION'S WORK**

ETCOG serves as the rural transit district for our 14-county East Texas Region. Our Transportation programs and services are currently being re-invented. ETCOG is expanding the scope of services from the singular provision of demand response public transportation service to a multi-modal focus where ETCOG, in partnership with transportation stakeholders, will bring regional focus, consensus, and solutions to a wide array of East Texas' growing transportation needs.

### **Description of Work (95%)**

Interact with passengers in a courteous and helpful manner. Perform pre-trip inspections of assigned bus. Pre-trip inspections also require the ability to balance oneself, climb, and strongly grip objects. Ability to bend, kneel, squat, twist safely, lift at least 25 pounds and push objects such as doors, windows, emergency hatches, wheelchair lifts.

Most of the work schedule will be spent sitting down while driving a bus. Length of sitting period is based on the schedule. Work assignments are based on passenger demand; therefore work hours will be varied and may include a period of unpaid time between morning and afternoon assignments. Split days off are a possibility.

Bus Operators may encounter irregular working hours, heavy traffic and patron's diverse backgrounds. Under such conditions, they are expected to operate ETCOG's vehicles safely, on time, with the utmost courtesy to the customer.

Other duties may be assigned.

### **Other Duties (5%)**

Perform other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Minimum three (3) years general work experience to include driving experience and customer service experience.
- Minimum of two (2) years continuous employment in a direct public contact position is preferred.
- Ability to utilize bus technologies such as mobile data computers, radio, etc.
- Ability to utilize personal computer and communicate via email and fax

### **MINIMUM EDUCATIONAL REQUIREMENTS:**

High School Diploma or equivalent.

### **SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS:**

Position requires work outside regular business hours as required by workload demands. Texas Class C driver's license with a good driving record.