

City of Socorro Job Description

Job Title: Transit Driver	Department: Transit
FLSA Status: Full Time - Non-Exempt	Salary: \$15.00 to \$18.00
Approved:	Last Revised:

Position Summary:

Under general supervision, the transit driver is responsible for safely operating passenger vans, paratransit vehicles, bus or shuttles on designated routes to transport individuals to and from various locations. This role ensures punctual, courteous, and safe service to all passengers, adhering to traffic laws, safety regulations, and organizational policies.

Duties, Functions, and Responsibilities:

- Operate transit vehicles on fixed routes, demand-response, or special event services.
- Adhere to bus schedules and designated stops; make route adjustments prudently.
- Review daily schedule to verify location of all stops.
- Pick up and drop off passengers at designated stops or as scheduled.
Log trip details, passenger counts, incidents, and daily logs accurately.
- Provide assistance to passengers with mobility needs, including securing wheelchairs or providing steps/stabilization.
- Perform pre-trip and post-trip inspections of the vehicle and report any mechanical issues.
- Maintain cleanliness and order in the vehicle.
- Physically assist passengers in boarding and exiting, load and unload scooters or wheelchairs onto lift as necessary, and secure passenger apparatus before moving vehicle.
- Complete daily driver logs, incident reports, and other required paperwork accurately.
- Follow all traffic laws, safety regulations, and internal transit policies.
- Maintain a courteous and respectful attitude with passengers and staff.
- Enforce passenger safety and discipline, mitigating conflicts professionally.
- Answer passenger questions and furnish accurate information, deal appropriately with disorderly or unruly passengers.
- Respond to emergencies and follow safety protocols as necessary.
- Attend scheduled training and safety meetings.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Knowledge, skills, and abilities

- Understanding of local, state, and federal traffic laws, rules of the road, and safety procedures for operating a passenger vans, paratransit vehicles
- Thorough knowledge of traffic laws, safety procedures, and ADA compliance.
- Strong customer service skills; able to communicate clearly in English (Spanish bilingual preferred).
- Understand and respond with sensitivity to the transportation needs and physical/mental conditions of disabled passengers
- Basic mechanical aptitude for daily inspections.
- Proficiency with dispatch systems, radios, and mobile devices.
- Ability to handle unruly or distressed passengers safely
- Establish and maintain effective working relationships with supervisors, coworkers and the general public.
- Communicate effectively and politely.
- Knowledge of departmental policies, including accessibility compliance and City geography.
- Knowledge of customer service and public relations practices and procedures.

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- Observe safe working practices at all times to ensure both operator and passenger safety.

Minimum Qualifications

- High school diploma or equivalent (GED)
- Minimum age : 21 (for some classes of vehicles)
- Clean driving record
- Experience operating passenger vans, paratransit vehicles, buses or shuttles
- Familiarity with City of Socorro geography.
- Must be insurable by the City's liability insurance carrier
- Experience driving commercial vehicles, buses, or paratransit.
- Familiarity with ADA equipment and procedures.
- Possess a valid Texas class "C" Driver's License. Valid Texas CDL Class B (or A) with Passenger, and Paratransit endorsements preferred.

Equipment:

- Operates standard office equipment, including computers with various software, calculators, copiers, scanners, shredders, fax machines, and multi-line telephone systems.
- Operates City transit vehicles, such as vans, paratransit vehicles, buses or shuttles
- Standard office systems: computers, MDTs, radios, phones, printers.
- Safely operates motor vehicles in accordance with department policies and applicable laws.

Physical Requirements:

- Prolonged sitting and driving (8+ hours/day)
- Ability to assist passengers with boarding and disembarking
- Capable of lifting to 50 lbs (e.g. Luggage, wheelchairs, roller carts).
- Mobility for kneeling, bending, carrying, squatting
- Visual and hearing acuity to operate a vehicle safely

Conditions of Employment:

- Variable schedule including early mornings, evenings, weekends, and holidays
- Exposure to all weather conditions
- Regular contact with the public, requiring professionalism and patience
- Pass Pre-Employment Drug Screening, and random drug and alcohol testing
- Pass Background Check
- Work flexible hours and overtime as required
- Must comply with ALL federal, state, local, and department policies, especially ADA and safety regulations.
- Follow City of Socorro protocols including route changes, service alerts, and special assignments
- Bilingual Skills: English and Spanish preferred

**City of Socorro
Job Description**

Mayor

Date

City Manager

Date

Human Resources Director

Date



Employee

07/17/2025

Date

