



2000 South May Ave.
Oklahoma City, OK 73108
telephone 405.297.2485
fax 405.682.7010
www.gometro.org

VACANCY

Bus Operator
Full-time & Part-Time

Starting Pay: \$13.49 per hour
Hours: Varied
Days of week: Monday / Saturday

To print COTPA's application, visit our website at www.gometro.org or contact the Human Resource Office at 405-297-3346.

Applications and resumes will be accepted beginning August 16, 2010 8:30am to 4:30pm at the COTPA Human Resources Office located at 2000 South May Avenue, Oklahoma City, OK. 73108.

JOB SUMMARY

This position is located in the Operations Division of Metro Transit. **Essential Job Functions:** Safe and efficient operation of a bus in the transport of passengers, exercising sound judgment. Performs skilled work of a routine nature in the operation of various types of modern vehicles. Receives assignments and instructions in specific written and/or oral form. Overall work performance is reviewed at the discretion of the Division Head.

JOB REQUIREMENTS

- Possess a valid Oklahoma Commercial Driver's License (class B) permit with a Passenger (P) permit.
- Clean Driving Record
- Read and comprehends at a level sufficient to understand and comply with route schedules and manifests.
- Ability to communicate verbally utilizing tact and diplomacy in dealing with the public.
- Mathematical ability to count money quickly to determine if proper fare had been paid.
- Ability to remain calm in tense situations that may arise on the bus.
- Must be able to comply with strict attendance policies.

Note: Successful applicant will be required to pass a Department of Transportation physical examination that will include a drug screen.

Veterans Preferences:

A three-point preference will be awarded on the initial scored selection process for honorably discharged veterans of the United States Armed Forces not currently employed full time by COTPA. Qualified applicants must submit a copy of their DD Form 214 indicating discharge type/character of service in person, mail, or fax at 405-682-7010.

WORKING CONDITIONS

- Exposure to dust, fumes, gases, noise and unfavorable weather conditions.
- Work hours may involve early mornings, late nights and weekends and/or split shifts.

PHYSICAL REQUIREMENTS

- Must be able to use both hands and both feet concurrently.
- Must be ambulatory in order to reach parked vehicle in garage yard from Operations office.
- Must have the ability on a routine basis, to bend, stoop, twist, reach, climb less than 6 stairs and occasionally lift objects weighing less than 10 pounds.
- Must be able to sit for periods up to 1 1/2 hours with only a very short break.

FRINGE BENEFITS

No benefits are available for part-time employees

Vacation	40 hrs upon completion of one year.
Sick Leave	80 hrs per year accrued biweekly.
Holidays	6 regular holidays and 3 floating holidays per year.
Injury Insurance	Effective day of employment.
Retirement	After 6 months, jointly paid by COTPA and employee.
Credit Union	Full banking services.
Life Insurance	COTPA provides \$18,000 term coverage.
Health/Dental Insurance	Upon completion of thirty days, COTPA pays the premium for employee dental coverage; Health insurance and dependent coverage available at low rates.
Disability Plan	Short term payable at \$250 per week.