



*Serving Monongalia County, WV*

420 DuPont Road • Morgantown, WV • 26505

(304) 291-7433 • Fax: (304) 291-7429

Internet: [WWW.Busride.Org](http://WWW.Busride.Org) • Email: [Bus@busride.org](mailto:Bus@busride.org)

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**Organization:** Monongalia County Urban Mass Transportation Authority

**Position:** Shift Supervisor

**Status:** Full-time position, 6-month probation.

**Benefits:** Full Benefits with 8 paid holidays; 80 hours of paid vacation per year; 96 hours of sick leave per year, accrues per Personnel Rules.

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### **Job Summary**

Works any of 7-days per week under the supervision of the Assistant Manager of Operations and/or Chief Executive Officer with daily reporting to the Training Officer and is reviewed for compliance with established procedures while working (also subject to passenger complaints). As Shift Supervisor, this position will provide daily, on-the-job guidance, direction and input to other drivers. This position will assist other drivers by verifying compliance with operating rules and regulations and will serve as a decision maker for spontaneous route changes and needs. This position will provide direction and guidance to drivers and serve as the conduit for operating guidelines, directives and objectives provided by the Assistant Manager of Operations. Shift Supervisors will also assist in the coordination of driver vehicle assignments, assist with various Driver training, assist with Fare Box collection, assist with bus inspections, driver evaluations, route audits, and serve as an emergency responder. This position also serves as a working Bus Driver and drives a 7-13 ton (GVW) bus and works to provide safe and timely passenger transportation throughout Monongalia County.

To avoid Administrative conflicts of interest, this position will not participate in the monthly performance evaluation Bonus Pool. This position will not participate in the normal Route Bid procedure and will be assigned a Route Bid as deemed necessary for daily operational needs. This position will be responsible for: securing the Garage and related security issues; handling all Driver related radio calls and communications; overseeing special service events such as home game football shuttles; assisting with Driver evaluations, restocking of driver forms and Driver training.

### **Job Duties and Responsibilities**

1. Responsible for securing the Garage, Depot or other operating facilities and overseeing related security issues;
2. Handles all Driver related radio calls and communications;
3. Oversees special service events such as home game football shuttles;
4. Assists with Driver paperwork supplies, restocking and distribution;
5. Serves to assist other Drivers by verifying compliance with operating rules and regulations to insure effective and efficient transportation services;
6. Serves as a decision-maker to handle spontaneous route changes and needs as they may arise through the course of daily operations;
7. Provides direction and guidance to drivers and serves as a conduit for

- operating guidelines, directives and objectives provided by the Assistant Manager of Operations
8. Contacts replacements for Driver call-offs;
  9. Coordinates driver vehicle assignments with Assistant Manager of Operations;
  10. Assists with various training to Drivers including: Passenger Sensitivity Training, First Aid, CPR, route operations, etc.;
  11. Assists with Fare Box collection;
  12. Assists with visual bus inspections, route audits, announcement audits;
  13. Assists with Driver monthly performance evaluations by verifying assigned job performance measures;
  14. Verifies vehicle fueling and parking procedures;
  15. Inspects and documents vehicle damage and related mechanical issues;
  16. Serves as an emergency responder in the event of a community emergency requiring mobilization of Authority resources;
  17. Provides administrative input and recommendations as needed;
  18. Serves as a Driver, is customer service-oriented focused on meeting needs of passengers by providing clean, efficient, and safe transportation in a timely fashion;
  19. Drives a passenger bus and maintains a timely schedule for assigned stops;
  20. Observes established transit safety and courtesy guidelines in daily operations;
  21. Collects fares, accounts for fare tickets, sells and accounts for bus passes;
  22. Cleans bus interior and exterior, fuels, checks all fluid levels, and inspects for vehicle damage and safety on a daily basis;
  23. Records and reports passenger counts, fuel usage, repair needs and other data as needed or directed;
  24. Explains bus routes, stops, and fares to passengers in a pleasant and courteous manner and assists passengers to safely enter and exit the bus;
  25. Looks for and reports potholes, broken storm sewer covers, etc., to the City of Morgantown Street Department or the County/State DOT;
  26. Promotes an image of professional, courteous service as a representative of Monongalia County, and
  27. Maintains active CDL License and passes related physical examinations, and
  28. Performs related work and duties as needed or assigned.

### **Equipment Used**

Equipment used on a daily basis includes: 7-13 ton (GVW) bus, steam cleaner or pressure washer and high suction wet/dry vacuum.

### **External Contacts with Public and Officials**

Employee encounters extensive contact with the general public (passengers) on a daily basis. Occasional contact is encountered with other City/County Departments and employees concerning maintenance and repair needs of vehicles.

### **Physical Requirements**

Employee's daily activities include: sitting for extended time periods, and rapid use of arms and hands in operating equipment requiring fine eye-hand coordination and alertness.

### **Surroundings**

Employee spends a majority of the workday inside a bus. Daily conditions encountered include: noise, dirt, odors, dust, fumes, vibration, and poor lighting at night. Other conditions vary with road conditions and seasonal changes.

### **Hazardous Conditions**

Hazardous conditions encountered on a daily basis include those hazards associated with operating heavy equipment on hills, narrow roads, in heavy traffic, and under varying weather conditions.

### **Qualifications**

1. Requires a high school diploma, or equivalent in order to perform daily activities;
2. Requires possession of a valid State of West Virginia Commercial Driver's License, Class B, with Passenger endorsement;
3. Consistently high marks on evaluation factors received in performance of regular duties as a Bus Driver consisting of an acceptable ( $\geq 4.00$ ) evaluation average for the past six (6) months;
4. Requires the ability to take initiative when necessary and provide direction and guidance to other drivers;
5. Requires math, reading and writing competency sufficient to perform the duties of this position in a timely manner;
6. Requires the ability to follow directions, effectively communicate, and provide clear guidance and direction for employees;
7. Requires driving experience, and the ability to operate equipment safely, efficiently, and on schedule;
8. Requires the ability to develop and maintain good working relationships with passengers and drivers;
9. Requires passing a professionally administered pre-employment physical examination certifying employee ability to perform work related tasks and duties in compliance with Federal, State, and local requirements, and
10. Requires successful completion of passenger assistance training.



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### **Desirable Qualifications**

1. Six (6) months experience serving as a Mountain Line Bus Driver;
2. Demonstrated, thorough knowledge of all existing bus routes;
3. Thorough knowledge of all Mountain Line Operating Procedures and Policies;
4. Previous experience in a supervisory position or capacity;
5. Experience using a word processor and other office equipment;
6. One (1) year or more experience driving a bus, and
7. Compliance with all aspects of West Virginia State Code 510 (Job Title: Bus Driver) in all respects.