



**Rogue Valley Transportation District  
JOB OPPORTUNITY  
PART-TIME “B-BOARD” COACH OPERATOR  
SEPTEMBER 25, 2026**

**Position:** Transit Coach Operator  
**Location:** Transportation  
**Reports To:** Transportation Manager & Transportation Supervisor  
**FLSA Status:** Non-Exempt  
**Pay Range:** \$29.11 to \$35.33 Hourly

### **SUMMARY**

This is a skilled position that involves both the operation of a public transit vehicle and a high level of public contact and excellent customer services skills. Transport passengers over specified routes according to the time schedule by performing duties that follow. The “B” Board Operator (part-time) is on call, and they must be available for all shifts with short notice. The position requires the ability to be directly contacted and respond to calls seven (6) days a week. There is no guarantee of days off. The “B” Board Operator may be required to work overtime daily and/or weekly. All Operators are hired as “B” Board Operators and move into full-time Operator positions by seniority as they become available.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide the highest level of customer service. Interact with the general public using courtesy, tact, and good judgment.
- Act as a positive representative of the District.
- Operate the District’s public transit buses following designated routes and schedules, following RVTD’s established safety standards and traffic laws of the State of Oregon.
- Operate electronic fare box and collect cash fares.
- Accurately and consistently record all passenger boardings, run-time, and run number either manually or using keyboard of electronic fare box.
- Accurately and consistently record information required by Federal regulations as directed by supervisor.
- Assist passengers with disabilities in accordance with the Americans with Disabilities Act (ADA) requirements.
- Regulate heating, lighting, and ventilating systems for passenger comfort.

- Respond politely and respectfully to public inquiries with information about District operations.
- Perform pre-trip and post-trip vehicle inspections as required by Federal regulations
- Perform minor housekeeping tasks in vehicle to assure vehicle presents a positive image.
- Recommend improvements to the Supervisor that will enhance the efficiency or image of route services.
- Comply with Federal, State, and local traffic regulations. Report delays or accidents.
- Report all mechanical problems to maintenance as soon as possible.
- Comply with all District policies and procedures.
- Follow safe work habits and report any unsafe conditions to a supervisor.
- Report to work on time and on a consistent and predictable basis. This role requires employees to be present and engaged during assigned work hours to effectively collaborate with team members and customers and fulfill operational needs.

## **QUALIFICATIONS**

To be successful in this role, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the job. Typical qualifications would be:

- High school diploma or GED.
- One year of successful experience working with the general public.
- Candidates with any satisfactory combination of related experience and training that equip them with the required knowledge, abilities, and skills for this position are encouraged to apply. RVTB reserves the right to determine the equivalences of education and experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

All applicants must possess a minimum valid Oregon class "B" CDL w/ passenger and air brake endorsements and maintain a valid medical examiner's certification (also known as a medical card). Must successfully pass a required pre-employment physical, drug screen, and criminal background check.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Must have ability to understand and follow written and oral instruction and to exercise independent judgment.

## **MATHEMATICAL SKILLS**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee is required to assist persons with disabilities onto and off the lift, sometimes pushing an occupied manual wheelchair and is required to secure mobility devices using a four-point wheelchair securement system. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes, or airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually loud.

## **HOW TO APPLY:**

Those interested in applying may obtain an application by the following:

**Internet:** Download an application at: <https://rvtd.org/about/employment-opportunities>

**Email:** Request that an application be sent by emailing [humanresources@rvtd.org](mailto:humanresources@rvtd.org)

**In Person:** An application may be obtained by visiting Rogue Valley Transportation District's Administration Office at:

101 S. Front Street  
Medford, OR 97501

If you have any questions regarding the application or selection process, please contact Human Resources at: [humanresources@rvtd.org](mailto:humanresources@rvtd.org) or (541) 608-2412.