

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 004468  
Grade 8**

**TRANSIT AIDE I**

**DEFINITION OF CLASS:**

This is data collection and reporting work concerning the movement of public transit vehicles and passengers. Personal contacts are generally limited to transit system employees, to pass on and receive information; and transit system supervisory personnel, to pass on and receive information, and discuss questions/problems concerning data collected. Employees occasionally provide assistance to the transit riding public by providing directions and answering questions concerning bus routes and departure/arrival times and points, but such assistance is irregular and not the primary purpose of this class of work.

After receiving on-the-job training, an employee in this class is responsible for daily collecting and summarizing in writing data on bus arrival and departure times and the number of passengers embarking and disembarking at selected check points. The work of this class is closely supervised by the inherent controls which govern the manner in which the work is carried out. Employees are expected to closely follow all instructions. Work assignments are received on a daily basis, and completed work is closely checked for accuracy and adherence to data reporting requirements. The complexity of this class of work is marked by the performance of clearly defined, recurring assignments which require an employee to accurately and quickly record and add transit ridership numbers, as well as record bus departure and arrival times. Work tasks involve the performance of a few related steps which are quickly learned and used in a few varying situations. The impact of this class of work is realized by the timely and accurate reporting of transit system ridership figures and bus running times, which information is analyzed and used by others to make transit route decisions. Work is performed outdoors in all weather conditions, and requires riding transit vehicles and standing at selected locations, both for extended periods of time. Work includes working various hours, days, weekends, and split shifts. There are no unusual hazards associated with this class of work.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Boards buses and conducts riding checks to collect information on passenger usage and vehicle running times.
- Records the time at which a bus passes a "time point" and notes any conditions encountered that may affect running times, such as long stops, road construction or detours.
- Records the number of passengers boarding and alighting at a bus stop.
- Observes and reports if timetables are in the bus, and whether transfers are issued by Bus Operators with the appropriate amount of time.
- Conducts stationary checks at pre-selected locations; records bus number, block number, number of passengers, times of buses passing by time points, and other data as may be required.
- Places bus stop signs and shelter messages.
- Performs two column addition and subtraction calculations to record and summarize data on

standard forms.

- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to accurately and quickly record numbers and perform two-column addition and subtraction calculations.
- Ability to independently board and leave public transportation vehicles and conduct riding and stationary checks under varying climatic conditions.
- Ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

**Experience:** No previous experience required.

**Education:** Ability to read and write in English.

**Equivalency:** None.

**Other:** Have at all times while on duty an accurate timepiece.

**LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

**PROBATIONARY PERIOD:**

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core Exam.

**Class Established:** May 1980

**Revised:** August 1985

January 1990

**Classification Study:** August 1992 (M)

August 2013

**Formerly Titled:** "Transit Aide"