
POSITION TITLE: **TRANSIT DRIVER**

March 2020

REPORTS TO: Lead Dispatcher / Driver Supervisor

SUPERVISES: None

STATUS: Non-Exempt

SUMMARY:

Transports persons to and from scheduled destinations, utilizing specialized equipment.

This position is safety sensitive and requires pre-employment, random and post accident drug testing in compliance with Federal Transportation Administration (FTA) standards and Corporate policy, as a condition of employment.

GENERAL RESPONSIBILITIES:

- * Drives a 15 - 22 passenger transit vehicle.
- * Assists passengers in and out of vehicle.
- * Provides transfer assistance to non-ambulatory persons by utilizing mobility aids as necessary, i.e. slider boards and lifts.

Assists in coordination of routes and schedules.

- * Maintains a safe operating environment.
- * Performs daily vehicle safety and operational inspections and reports any defects to a designated individual.

Completes initial passenger intake forms.

- * Maintains emergency information regarding designated passengers.
- * Maintains ongoing communication with Head Start Center Supervisor, and Nutrition Site personnel regarding program participants, scheduling, and routes.
- * Maintains comprehensive, accurate and detailed records of all activities.
- * Participates in case staffings.
- * Reports problems or emergencies affecting the availability and/or quality of services.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

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- Knowledge of geographic service area; ability to read maps, interpret maps and understand dispatched instructions.
- Ability to organize and schedule routes to maximize resources.
- Ability to accurately complete reports to be used for one's time and vehicle schedule.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with staff, other agencies and the public.
- Ability to understand and follow local, state, and federal regulations as applicable to the position and program, including maintaining a valid Commercial Driver's License (CDL).
- Ability to analyze work associated problems and implement solutions.
- Ability to operate a passenger vehicle in excess of 12,000 pounds
- Ability to work independently and safely operate a vehicle.
- Some knowledge of client assessment techniques and mandated reporting requirements.
- Ability to use behavioral modification techniques.

REQUIRED EDUCATION OR EXPERIENCE:

Nine months experience working for a public or private transit agency.

One year of successful experience in a capacity which required comprehensive record keeping and reporting.

Verifiable record as a safe driver for the most recent five year period.

Any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

REQUIRED CERTIFICATIONS AND LICENSES:

Valid Commercial Driver's License with Passenger Endorsement.

Valid Standard First Aid certification, or ability to obtain within eight weeks of employment.

Valid Passenger Assistance Technique certification, or ability to obtain within eight weeks of employment, or at which time certification class is available.

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Acceptable completion of a criminal history background check.

Valid CDL Physical.

Acceptable completion of an alcohol and drug screen test that complies with all Federal Transit Administration (FTA) Standards.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands and fingers of one or both hands to grasp and handle items in the operation of a bus, and occasionally to operate a computer, telephone and key board. The regular use of foot controls is required to operate a bus.
- Additional physical demands include frequent bending, twisting, climbing, lifting and carrying 50 pounds unassisted and pushing and/or pulling up to 100 pounds.
- Ability to uphold the stress of traveling.
- Regular, predictable attendance is required.

The work environment characteristics described are what is encountered while performing the essential functions of this job.

- Moderate noise (i.e. traffic, motor noise, conversation).
- Ability to work in a confined area.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* ***Denotes Essential Functions***