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POSITION TITLE: **RELIEF TRANSIT DRIVER**

August 2018

REPORTS TO: Reports to 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.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- \* Drives a 6-14 passenger vans.
  - \* 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.

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- \* Reports problems or emergencies affecting the availability and/or quality of services.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- 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) with passenger endorsement.
- 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 service plan development.
- Ability to work in a physical environment that includes bending, twisting, climbing, and lifting 50 pounds unassisted.
- Ability to use behavioral modification techniques.

**REQUIRED EDUCATION OR EXPERIENCE:**

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

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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.

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.

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.

**\* ESSENTIAL ELEMENTS**