PRAIRIE FIVE CAC, INC
JOB DESCRIPTION

JOB TITLE: Transit Driver

REPORTS TO: Transportation Supervisor

STATUS: Part-time Non-Exempt

JOB DESCRIPTION:

Work involves operating a public transit bus/van, transporting passengers, and maintaining communication with clients and Dispatch by using cell phone and Bluetooth devices. Qualified candidates will have a valid state drivers' license, a commercial driver's license with passenger endorsement (or the ability to obtain) for BUS driving, a good driving record, and good customer service skills. Successful candidate will be expected to know and be able to drive in more than one part of the service area. While successful candidates will be driving primarily in their assigned garage location (Appleton, Benson, Canby, Dawson, Granite Falls, Madison, Montevideo, or Ortonville), they will be expected to be able to drive in at least one other city (bus drivers) as well as be able and willing to drive regionally from other locations. Prairie Five RIDES service area: Cities of Appleton, Benson, Canby, Dawson, Granite Falls, Madison, Montevideo, Ortonville and the five-county region (Big Stone, Chippewa, Lac qui Parle, Swift, and Yellow Medicine) as well as Willmar, St. Cloud, and Marshall and into the Twin Cities on occasion.

SUPERVISION RECEIVED:

Works under the general supervision of the Regional Transportation Supervisor and/or the Bus Operations Coordinator.

SUPERVISION EXERCISED:

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Know and obey all Federal, State, and Local laws pertaining to movement of equipment herein referred to as buses and vans.

Inspect bus and/or van and report any defects daily.

Must be able to communicate with fellow employees and the general public in a courteous manner, even in stressful conditions.

Use a cellular phone in a professional manner and according to the Prairie Five RIDES policy.

Submit written reports on accidents and incidents as required.

Maintain transportation vehicles, including fueling, cleaning, general maintenance; coordinates routine servicing and repair of assigned vehicles with Maintenance Coordinator.

Monitor or collect passenger fares for the correct fare, as well as sell and maintain a count of punch cards and passes for bus drivers.

Conduct and submit written reports when required.

Know and comply with all points of safe operation, know all points of safety pertaining to equipment, such as emergency operation of doors and exits, and location and operation of fire equipment.

Know and comply with all instructions, both oral and written. Follow dispatch directions and organize passenger pickup and drop off in a logical sequence.

Must be able to answer questions in regard to schedule information, fare structure, and miscellaneous information about the RIDES program.

Dependable and consistent attendance.

Sit continuously for up to 4 hours at a time.

Assist wheelchair persons by pushing the wheelchairs to and from the bus or van.

PERIPHERAL DUTIES:

Serves as a member on various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

a. Graduation from high school or GED equivalent.
b. Any equivalent combination of education and experience that demonstrates the ability to do the job.

Necessary Knowledge, Skills and Abilities:

a. Thorough knowledge of traffic laws and defensive driving.
b. Skill in operation of listed tools and equipment.

c. Skill in First Aid.
d. Ability to safely drive a bus and/or van
e. Ability to establish and maintain effective relationships with employees, supervisors, and the general public.
f. Ability to communicate effectively orally.

SPECIAL REQUIREMENTS:

Valid state drivers' license or ability to obtain one, a commercial driver's license with passenger endorsement (CDL) for bus drivers. Applicants must pass a DOT pre-employment drug test, under the authority of FTA CFR 49 part 40 and 655 due to safety sensitive position. Subject to both drug and alcohol random testing. Criminal background and driving history checks are required.

TOOLS AND EQUIPMENT USED:

Public transportation bus or van. Hand tools used in the maintenance of transportation bus/van, tablet, cellphone with Bluetooth devices.

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

While performing the duties of this job, the employee is occasionally required to sit, stand, or walk. The employee is frequently required to talk or listen. The employee is constantly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

Using proper techniques, the employee must be able to lift wheelchairs with individuals up and down curb sites and secure the wheelchair in proper locations with provided securements.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES:

Formal applications, rating of education and experience; oral interview and reference check; criminal background and driving history will be checked. Job related tests may be required. A negative pre-employment drug test is necessary to consider for employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

"Regular and reliable attendance is an essential function of this job."

This job description does not constitute an employment agreement or implied contract of employment between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. This job description supersedes all others. This job description is not intended to be all-inclusive, and the employee will perform other duties assigned by the Transit Program Manager.

I am able to perform the essential functions of this job.

Employee Name: _____ Date: _____

Employee Signature: _____

Program Director: _____ Date: _____

EOE/AA/ADA

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