PRAIRIE FIVE CAC, INC
JOB DESCRIPTION

JOB TITLE: Part-time Transit Van Driver

REPORTS TO: Program Manager

STATUS: Regular Part-Time Non-Exempt

JOB DESCRIPTION:

Work involves operating a van, transporting passengers and effective telephone communication with clients and Dispatch. Successful candidates will have a valid Minnesota drivers' license, a good driving record, and have 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 must be able and willing to drive regionally. 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 Transit Program Manager and/or the Van 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 vanes.

Inspect van and report any defects daily.

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

Use the telephone in a professional manner and according to the Prairie Five "RIDES" policy.

Submit written reports on accidents and unusual occurrences as required.

Maintain transportation vehicles, including fueling, cleaning, general maintenance; coordinates routine servicing and repair of assigned vehicles with Lead Driver and/or Transit Program Manager.

Monitor Passenger fares for the correct fare.

Conduct and submit written reports on passenger counts as 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 area covered by system.

Dependable and consistent attendance.

Sit continuously for up to 4 hours at a time.

Assist wheelchair persons by pushing the wheel chairs to and from the 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 van.
e. Ability to establish and maintain effective relationships with senior adults, employees, supervisors, and the general public.
f. Ability to communicate effectively orally.

SPECIAL REQUIREMENTS:

Valid state drivers' license. Applicants must pass a DOT pre-employment drug test, under the authority of FTA CFR 49 part 40 and 655. Criminal background and driving history checks are required.

TOOLS AND EQUIPMENT USED:

Transportation van. Hand tools used in the maintenance of transportation van; telephone; mobile or portable radio.

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 occasionally required to walk. The employee is frequently required to sit and talk or hear. 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 wheel chair with individuals up and down curb sites.

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 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 application, 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 be considered 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.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This job description supersedes all others.

APPROVAL:_____

DATE:_____

Transit Van Driver

APPROVAL:_____

DATE:_____

Supervisor

Effective Date:_____

History:_____

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