

Position: Transit Driver
Reports To: Program Director
Location: Appleton, Benson, Canby, Dawson, Ortonville
Salary: \$13.00-\$14.50 an hour, based on education and experience
Status: Regular Part Time/Non-Exempt

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

1. High school diploma or GED
2. Any equivalent combination of education and experience that demonstrates the ability to do the job.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of traffic laws and defensive driving.
2. Skill in operation of listed tools and equipment.
3. Skill in First Aid.
4. Ability to safely drive a bus.
5. Ability to establish and maintain effective relationships with employees, supervisors, and the general public.
6. Ability to communicate effectively orally.

(Or willingness to learn)

GENERAL RESPONSIBILITIES:

1. Know and obey all Federal, State, and Local laws pertaining to movement of equipment herein referred to as buses.
2. Inspect bus and report any defects daily.
3. Must be able to communicate with fellow employees and the general public in a courteous manner, even in stressful conditions.
4. Use a cellular phone in a professional manner and according to the Prairie Five RIDES policy.
5. Submit written reports on accidents and incidents as required.
6. Maintain transportation vehicles, including fueling, cleaning, general maintenance; coordinates routine servicing and repair of assigned vehicles with Maintenance Coordinator.
7. Monitor passenger fares for the correct fare as well as sell and maintain a count of punch cards and passes.
8. Conduct and submit written reports on passenger counts when required.
9. 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.
10. Know and comply with all instructions, both oral and written. Follow dispatch directions and organize passenger pickup and drop off in a logical sequence.
11. Must be able to answer questions regarding scheduling information, fare structure, and miscellaneous information about the RIDES program.
12. Dependable and consistent attendance.

13. Sit continuously for up to 4 hours at a time.

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

Application Deadline: Open until filled

Interested applicants should send application and resume to:

Human Resources

Prairie Five CAC, Inc

719 North 7th Street, PO Box 159

Montevideo, MN 56265

HR@prairiefive.org

EOE/AA/ADA Employer

POSITION TITLE: Transit Driver

RESPONSIBLE TO: Program Director

WORK SITE LOCATION: Canby, Granite Falls, Montevideo, or Ortonville

HOURS OF WORK: 6:00am-10:00pm, varying

DAYS PER WEEK: Monday-Friday

SALARY RANGE: (TBD)

STATUS: Regular Part Time/Non-Exempt

Job Summary:

Work involves operating a public transit bus/van, transporting passengers, and maintaining communication with clients and Dispatch by use of cell phone and Bluetooth devices. Successful candidate will have a Minnesota CDL with passenger endorsement or the ability to obtain one before starting to drive, 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 candidate will be assigned a primary city, he/she will be expected to know and be able to drive in at least one other city as well as be able and willing to drive regionally from other locations. Prairie Five RIDES service area: Cities of Appleton, Benson, Canby, Dawson, 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.

Primary Job Functions:

1. Know and obey all Federal, State, and Local laws pertaining to movement of equipment herein referred to as buses.
2. Inspect bus and report any defects daily.
3. Must be able to communicate with fellow employees and the general public in a courteous manner, even in stressful conditions.
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10. Know and comply with all instructions, both oral and written. Follow dispatch directions and organize passenger pickup and drop off in a logical sequence.
11. Must be able to answer questions in regard to schedule information, fare structure, and miscellaneous information about the RIDES program.
12. Dependable and consistent attendance.
13. Sit continuously for up to 4 hours at a time.
14. Assist wheelchair persons by pushing the wheelchairs to and from the bus.

Skills & Qualifications:

1. Graduation from high school or GED equivalent.
2. Any equivalent combination of education and experience that demonstrates the ability to do the job.
3. Thorough knowledge of traffic laws and defensive driving.
4. Skill in operation of listed tools and equipment.
5. Skill in First Aid.
6. Ability to safely drive a bus.
7. Ability to establish and maintain effective relationships with employees, supervisors, and the general public.
8. Ability to communicate effectively orally.

Agency Requirements to Obtain & Maintain Employment:

- Pass a criminal and driving history background check.
- Possess a valid driver's license or ability to obtain one.
- Possess a valid commercial driver's license with passing endorsement (CDL).
- Applicant 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.

Job Restrictions:

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 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.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL INCLUSIVE. EMPLOYEE WILL ALSO PERFORM OTHER REASONABLY RELATED BUSINESS DUTIES as assigned by immediate supervisor and other management, as required. This document does not constitute a written or implied contract of employment and may be revised by the agency at any time.

I acknowledge that my employment at Prairie Five Community Action Council is "at-will", meaning that the terms of employment may be changed with or without notice, with or without cause, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. I have entered into my employment with Prairie Five voluntarily and acknowledge that there is no agreement or contract express or implied between Prairie Five and me

for continuing or long-term employment. While supervisors and managers have certain hiring authority, no supervisor or manager or representative of Prairie Five has any authority to alter the at-will relationship.

I am able to perform the essential functions of this job without accommodations. If and accommodation need should arise, the Prairie Five HR Department and the Transit Program Director need to be notified immediately.

Signature

Date

EOE/AA/ADA EMPLOYER