

# PERSONNEL REQUISITION

It is the policy of this Agency that no applicant, client, and/or employee of Little Dixie Community Action Agency, Inc., shall on the basis of race, color, national origin, religion, sex (including pregnancy and sexual harassment), age (40 or older), disability, political affiliation, protected veteran status, genetic information & testing, sexual orientation, gender identity, Family Medical Leave, participation in protected activity, or any other characteristic protected by law, be excluded from participation in or be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which Little Dixie Community Action Agency operates or is applying for funding.

Position Title Driver-Idabel location

Department Transit Number of Vacancies 1

Post: In-house  Post: In-house & Out-of-house (approved by Becky Reynolds)

Date Required 2/21/18 Pay Grade 3 Salary or Range \$7.99 per hr.

Exempt  Non Exempt

Full-Time  Part-Time  20 -28 hours per week Mon-Fri. with some Saturdays and some holidays as needed.

Hours/Days

Regular  Temporary

Expected Term

New Position  Approved and Budgeted Yes  No   
Date

Replacement  Charlesetta McElroy  
Prior Employee

Who will screen applicants? Jeannie McMillin

Attach is approved Job Description – please read for Responsibilities, Knowledge, Skills, Abilities, Education and Experience that is required for this job.

Brief description of essential responsibilities: Operate transit vehicles for passenger transport.

Special knowledge, skill and ability requirements: Ability to safely operate vehicles; complete paperwork; operate phone scheduling system.

Education and experience required: High school diploma;GED; equivalent work experienc

Requested By Jeannie McMillin  
Supervisor Signature

2/6/18  
Date

Approved By Johnny Mosser  
Associate Director

2.6.18  
Date

Please complete an in-house, online application at [www.ldcaainfo.org](http://www.ldcaainfo.org) by: 2-12-18 by 4:15 pm

IPR/PR 18 10 Transit Driver-Idabel

Little Dixie is an Equal Employment Opportunity Employer. M/F/Vets/Disabled and other protected categories.

Please refer to the IPR/PR # and description when applying

**JOB DESCRIPTION**  
**Transit Driver Part-Time**

- |  |   |
|--|---|
| <b>1. Little Dixie C.A.A</b>                           | <b>2. Program: Transit</b>                |
| <b>3. Reports To: Dispatch Location<br/>Supervisor</b> | <b>4. Title: Transit Driver Part-Time</b> |
| <b>5. Grade: 3</b>                                     | <b>6. Date: September 14, 2015</b>        |
| <b>7. Approved By: Rebecca Reynolds</b>                | <b>8. Status: Non-Exempt</b>              |

**JOB SUMMARY:**

The Transit Driver drives a bus or a motor coach, including regular route operations and private carriage. The Driver may assist passengers with carry-on items and collect fares or tickets.

*Federal law requires that all persons in this position be subject to Pre-employment and random drug and alcohol testing.*

**DUTIES AND RESPONSIBILITIES:**

**Tasks**

1. Inspect vehicles, and check gas, oil, and water levels prior to departure.
2. Drive vehicles over specified routes or to specified destinations according to time schedules in order to transport passengers, complying with traffic regulations.
3. Park vehicles at loading areas so that passengers can board.
4. Assist passengers with carry-on items and collect tickets or cash fares.
5. Report delays or accidents.
6. Advise passengers to be seated and orderly while on vehicles.
7. Regulate heating, lighting, and ventilating systems for passenger comfort.

**Work Context**

1. Requires repetitive movement
2. Requires using hands to handle, control, or feel objects, tools or controls
3. Requires sitting
4. Requires face-to-face discussions with individuals or teams
5. Requires contact with others (face-to-face, by telephone, or otherwise)
6. Includes conflict situations
7. Requires dealing with unpleasant, angry, or discourteous people
8. Includes exposure to sounds and noise levels that are distracting or uncomfortable
9. Mistakes are not easily correctable and have serious consequences

10. Opportunity to make decisions without supervision
11. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization
12. Requires making decisions that impact the results of co-workers, clients or the company
13. Requires repeating the same physical activities or mental activities over and over
14. Requires meeting strict deadlines
15. Requires work with others in a group or team
16. Requires work with external customers or the public
17. Includes responsibility for the health and safety of others
18. Requires working in a closed vehicle or equipment
19. Job tasks are performed in close physical proximity to other people

**Work Activities:**

1. Performing for or Working Directly with the Public
2. Performing General Physical Activities
3. Communicating with Persons Outside Organization
4. Assisting and Caring for Others
5. Communicating with Supervisors, Peers, or Subordinates
6. Handling and Moving Objects
7. Operating Vehicles, Mechanized Devices, or Equipment
8. Identifying Objects, Actions, and Events
9. Updating and Using Relevant Knowledge
10. Getting information
11. Documenting/Recording Information
12. Monitor Processes, Materials, or Surroundings
13. Use local or regional geographical knowledge to transportation
14. Use established traffic or transportation procedures
15. Move or lift heavy objects
16. Follow traffic laws
17. Collect payment
18. Transport passengers or cargo
19. Monitor variables affecting route activities
20. Perform safety inspections in transportation setting
21. Load/unload passenger luggage or cargo
22. Oversee work progress to verify safety or conformance to standards
23. Provide customer Service in surface transportation
24. Operate highway passenger vehicles

**SUPERVISORY RELATIONSHIP:**

The Part-Time Transit Driver works under the supervision of the dispatch location supervisor and exercises no supervision over other employees.

## **QUALIFICATIONS:**

1. High School/G.E.D. or equivalent work experience.
2. License, Certificate or Registration: Valid Oklahoma Driver's License

### **Skills:**

#### **Basic Skills**

1. Driving
2. Active Listening/Learning
3. Critical Thinking
4. Learning Strategies
5. Monitoring
6. Speaking
7. Writing

#### **Technical Skills**

1. Equipment Maintenance
2. Operation Monitoring

### **Essential Functions:**

1. Consistent, safe operations of all transit vehicles in accordance with state and federal traffic laws.
2. Assist ADA clients into and out of transit vehicles which include loading, and/or unloading passengers and securing the mobility devices in the vehicle. This is a repetitive task that could be performed several times in each shift of duty.
3. Ability to lift or maneuver 40 lbs.
4. Ability to complete required records such as log books to track hours of work according to USDOT requirements.

### **Knowledge Required**

1. Customer and Personal Service
2. Public Safety and Security

### **Tools:**

#### **Automotive doors**

1. Powered service doors/manual service doors.

#### **Busses**

2. Passenger buses

#### **Emergency medical services first aid kits**

3. Emergency first-aid kits

#### **Lifts**

4. Utilize straps and buckles to secure ADA devices to transit vehicles.
5. Wheelchair lifts

*"This Job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this Job at any time".*

**MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 40 pounds.
6. Frequently must ascend/descend steps in and out of vehicles.
7. Frequently must visually detect highway signs and interact with traffic while operating a vehicle.
8. Occasionally must position self to assist passengers in and out of vehicles.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is non-exempt from the provisions of the Fair Labor Standards Act as amended in 1974.

I certify that I understand and accept the responsibilities and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)