


## JOB DESCRIPTION

- |                |               |                 |   |
|----------------|---------------|-----------------|---|
| 1. C. A. A.:   | Little Dixie  | 2. PROGRAM:     | Transit   |
| 3. REPORTS TO: | Transit Clerk | 4. TITLE:       | Driver  |
| 5. GRADE:      | Three         | 6. APPROVED BY: |  |
|                |               | 7. DATE:        | October, 2009   |

## JOB SUMMARY

Operates a transit vehicle, as assigned, for the transporting of participants in the public transit program, following established policies, practices and procedures. Federal law requires that all persons in this position be subject to drug and alcohol testing.

## DUTIES AND RESPONSIBILITIES

1. Acquires and utilizes professional and safe practices in operating transit vehicles.
2. Performs first echelon daily maintenance on transit vehicles
3. Assists in scheduling and coordination of transit vehicle maintenance, repairs, and preventive maintenance.
4. Collects and accounts for revenues in accordance with established policies.
5. Maintains transit vehicles in a clean condition.
6. Attends training and other program functions as required.
7. Assists passengers in loading and unloading where needed.
8. Applies polices applicable to passengers.
9. Records and reports data as required.
10. Follows all safety procedures and obeys all traffic laws.
11. Such additional duties as may be assigned.

## SUPERVISORY RELATIONSHIPS

Works under supervision as determined by the Transit Director. Exercises no supervision over other employees.

QUALIFICATIONS

1. Standard high school diploma or GED or equivalent work experience
2. Demonstrable ability to safely and properly operate a transit vehicle. Complete driving test prior to employment.
3. A current, acceptable, and applicable drivers license.
4. General knowledge of spelling, punctuation, grammar, basis math, and elementary office procedures and practices.
5. Capable of being bonded.
6. Ability to follow simple, non-complex oral and written communications. Complete basic skills and aptitude test prior to employment.
7. Basic skill in operating a desk-top calculator.
8. Acceptable driving record.
9. Demonstrable ability to establish and maintain effective working relationship with others in the office setting, in the field and with the public.
10. Be able to pass a DOT physical examination and receive one year certification.
11. Abstinance from drug and alcohol abuse.
12. CPR/First Aid Training and Certification within first 60 days of employment.
13. Will obtain CDL license with required endorsements 30 days after employment begins
14. Be able to assist ADA clients into and out of transit vehicles which includes loading, unloading passengers and securing the mobility devices in the vehicle. This is a repetitive task that may be performed several times in each shift of duty.
15. Be able to lift 40 lbs.
16. Must have **Notarized Birth Certificate.**

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date