

JOB DESCRIPTION
Transit Driver Part-Time

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| 1. Little Dixie C.A.A | 2. Program: Transit |
| 3. Reports To: Dispatch Location
Supervisor | 4. Title: Transit Driver Part-Time |
| 5. Grade: 3 | 6. Date: May 2018 |
| 7. Approved By: Rebecca Reynolds  | 8. Status: Non-Exempt |

JOB SUMMARY:

The Transit Driver drives a van or center-aisle bus transporting passengers in regular route operations.

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. Perform pre-trip and post-trip vehicle inspections.
2. Drive vehicles to transport passengers according to assigned schedules.
3. Park vehicles at loading areas so that passengers can board.
4. Assist passengers with carry-on items and collect cash fares or punch rider cards.
5. Report delays or accidents.
6. Advise passengers to be seated and put on seatbelts while on vehicles.
7. Regulate heating, lighting, and ventilating systems for passenger comfort.

Work Context

1. Requires repetitive movement
2. Requires using hands to operate door handles, windows, and ADA equipment.
3. Requires sitting
4. Requires face-to-face discussions with public and co-workers.
5. Requires dealing with unpleasant, angry, or discourteous people
6. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization.
7. Includes responsibility for the safety of others.
8. Requires working a flex-rolling schedule which includes some holidays/Saturdays.

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
- 3. Receive at least one year certification for annual DOT Physical

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 trip sheets to track hours of work according to USDOT requirements.

"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 communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
- 3. Occasionally must move/carry items weighing up to 40 pounds.
- 4. Frequently must ascend/descend steps in and out of vehicles.
- 5. Frequently must visually detect highway signs and navigate vehicle in traffic.
- 6. 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 and its Amendments.

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

Employee Signature

Date

Employee Name (Printed)