



Job Description: Transit Bus Driver

POSITION OVERVIEW

Under the direct supervision of the Operations Supervisor, the Transit Bus Driver is responsible for operating buses in a safe and efficient manner. The Transit Bus Driver is responsible for the safety and well-being of himself, his passenger, and all other people on the road.

REPORTING POSITIONS

The Transit Bus Driver position reports to the Operations Supervisor.

WORKING ENVIRONMENT

Work is performed in the field, operating the bus, regardless of weather conditions. The Driver is exposed to noise, fumes, and various road conditions. Travel may be involved to other locations out-of-town. Occasional overnights may be required.

A Driver needs to have above average oral and written communication, customer service, and decision making skills. Drivers should have the ability to operate buses efficiently and adhere to strict timetables. A Driver must not be easily distracted or become easily frustrated with mechanical issues, passenger behaviors, traffic, or dispatch requests resulting in delays and scheduling changes.

River Cities Public Transit fully adheres to FTA Drug and Alcohol Testing Regulations and strictly enforces a drug free workplace including restrictions on some over-the-counter medications!

QUALIFICATIONS

1. Education: High School Diploma or G.E.D.
2. Experience: Previous bus driving experience is encouraged, but not required to be considered for employment. 24 Hours of On-the-job Training is required before operating a bus without supervision. Further training, licenses, and certifications are required to operate a bus and maintain employment with River Cities Public Transit. Basic computer knowledge is helpful and will be necessary for this position.
3. Certifications: Drivers will be required to obtain a SD CDL with passenger endorsement and air brake endorsement within 60 days from the date of hire. CTAA PASS Driver Certification

and other trainings and certifications are to be completed after hire to maintain employment with River Cities Public Transit.

4. Equipment: Drivers will operate vans, cut-away buses, sprinters, two-way radios, wheelchair lifts, MDT computers, and other equipment as necessary.
5. Safety Standards & Practices: All drivers will be required to acquire thorough knowledge of safety standards and practices for operating River Cities Public Transit vehicles and equipment involved in job tasks. Drivers must continuously learn and implement all new procedures, regulations, and requirements with respect to safety within the organization.
6. Communication: All drivers must have the ability to effectively use oral and written communication in performing duties and responsibilities.

ESSENTIAL JOB FUNCTIONS

The Americans with Disability Act prohibits discrimination against a qualified individual with a disability. To be qualified for a Driver position, an individual must meet the following standards and be able to perform the essential functions and activities of the position. Drivers are required to perform wheelchair securements.

The essential physical activities for Driver position involve the following: balancing, pulling, pushing, standing, stooping, crouching, kneeling, sitting, and operating a bus. An individual in this position will be required to lift and carry weight ranging from 0 to 50 lbs.

The environmental conditions an individual in this position may be exposed to include: indoor and outdoor weather conditions.

The essential sensory and communicative activities include: feelings, seeing, speaking, hearing, and smelling.

JOB DUTY OUTLINE

The following tasks are representative and not to be considered all inclusive.

1. Provide safe and efficient transportation for the passengers of River Cities Public Transit
 - a. Operate the buses on scheduled times
 - b. Pick up passengers on dispatched requests for transportation
 - c. Operate the buses on scheduled activities i.e. out-of-town routes, medical trips.
 - d. Respond to medical emergencies and injuries to passengers in a manner consistent with River Cities Public Transit policies and procedures
2. Maintain buses and vans
 - a. Conduct a thorough pre-trip inspection of the vehicle prior to operation on a daily basis

- b. Close all windows at the end of a shift
- c. Fuel buses as necessary
- d. Conduct a post-trip inspection after each shift
 - i. Check for vehicle damage
 - ii. Monitor oil change requirements
 - iii. Report all issues to mechanics
 - iv. All reports to mechanics must be detailed and thorough with complete explanations
 - v. Report all damage accordingly with management
- 3. Services, responsibility to passengers and citizenry
 - a. Courteous and respectful behavior
 - b. Responsive to passenger requests
 - c. Safe, cost effective use of River City Public Transit's resources
- 4. Create and maintain a supportive work environment
 - a. Treat other employees with respect
 - b. Promote a positive work environment
 - c. Communications
 - i. Keep yourself and other informed of work issues with quality communications
 - ii. Work together to resolve issues and conflicts
 - d. Regularly attend monthly Safety Meetings
 - e. Maintain a professional, well-groomed appearance
 - i. Wear prescribed River Cities Public Transit apparel with no holes
 - ii. Closed toe shoes, boots required
 - f. Maintain necessary records
 - i. Reconcile trips with fares
 - ii. Financial, bus pass records
 - iii. Appropriate use of the time-clock
 - g. Required trainings and certifications to obtain after employment
 - i. CDL with passenger endorsement and air brake endorsement
 - ii. CPR Certification
 - iii. Defensive Driving
 - iv. Maltreatment Awareness
 - v. Online PASS Training and hands-on PASS Training
 - vi. CTeL Wheelchair Securement and hands-on wheelchair training
 - vii. Drug and Alcohol Awareness Training
- 5. The physical and mental requirement are of utmost importance to ensure safe passenger transport and care
 - 1. Physical: The Driver position requires lifting and guiding wheelchair passengers onto the wheelchair lift and properly securing the tie-downs for wheelchairs. In addition, drivers must assist any passenger with special needs

in boarding and exiting the vehicles. This work requires Drivers to bend, stoop, crouch, and a physical lifting requirement of 50 lbs. In the event of an accident, Drivers are responsible for safely removing the passengers on-board the bus. Drivers must be physically able to crawl underneath or get down to the ground to look for damage to the underside of buses during pre-trip and post-trip inspections. Please note: Keys to the vehicle are to be in the drivers pocket at all times during a pre-trip inspection.

2. Mental: Drivers are expected to be mentally stable and prepared for any situations that may arise while they are transporting passengers. Drivers are encouraged to think before they act and apply training, knowledge, and organizational policies and procedures.

After reading this Driver Job Description, would you require any reasonable accommodation to perform these essential duties?

Please circle: YES or NO

I agree to perform all the duties listed in the Driver Job Description for River Cities Public Transit

EMPLOYEE'S SIGNATURE _____ **DATE** _____

SUPERVISOR'S SIGNATURE _____ **DATE** _____