

Trailblazer Joint Powers Board POSITION DESCRIPTION

Title: Transit Driver
Reports To: Driver Manager
Supervised By: Driver Manager, Lead Drivers, and Transit Dispatchers

Job Summary:

To provide safe, courteous, and dependable transportation to the general public, including but not limited to persons with disabilities and physical/mental impairments. The employee is under the general supervision of a manager but is required to work independently. Work is performed primarily in a transit vehicle under normal driving conditions. Occasionally, a driver may encounter inclement weather and/or hazardous road conditions. There is a one-year probationary period starting on the first day of paid employment.

Responsibilities and Duties:

1. Operates an elevator-equipped transit vehicle up to 26 feet in length in all types of weather conditions and in various driving environments including cities, highways, and rural areas.
2. Complies with all local, state, and federal traffic laws and regulations.
3. Meets and maintains certification requirements set forth by the MN Department of Transportation Office of Motor Carrier Services and/or other regulatory agencies.
4. Performs minor vehicle maintenance and reports vehicle problems.
5. Cleans and inspects vehicles and work areas.
6. Completes vehicle inspection forms, daily checklists, and accident/incident reports.
7. Tracks passenger trip information, service miles, and service hours.
8. Collects cash fares and sells tokens.
9. Provides passenger assistance into and out of the vehicles and between the bus and the outermost door or entryway.
10. Operates vehicle elevators and secures wheelchairs, walkers, and oxygen tanks in the vehicle.
11. Conducts business in a professional, courteous manner with all contacts including but not limited to customers, co-workers, supervisors, the general public, and other agencies.
12. Performs other duties as assigned.

Training Requirements:

- Training prior to driving: vehicle handling and operation, use and operation of elevators, proper handling of wheelchairs, 2-way radio operation, defensive driving, passenger assistance, and accident/incident/emergency response training.
- Substance Abuse Awareness training.
- Anti-harassment and Respect in the Workplace Training.
- All other training as required.

Minimum Qualifications:

- High School Diploma or GED.
- Possess and maintain a MN Class A, B, or C Commercial Driver's License with passenger endorsement.
- Obtain and/or maintain DOT physical card.
- Ability to lift 40 or more pounds.
- Ability to fluently speak and write the English language.
- Ability to read a map and to follow written/oral directions and instructions.

- Good decision making and problem solving skills.
- Good communication and customer relations skills.
- Pass pre-employment drug test.
- Must be free from any restrictions that would prevent the driver from transporting any person or prohibit driving to any location. All drivers are required to transport any member of the general public and to drive to any location that is needed.

Desirable Qualifications:

- Two (2) years of professional driving or equivalent of five (5) years as a licensed driver.
- No driver's license cancellations, revocations, suspensions, or criminal convictions.
- No more than two (2) traffic or moving violations in any five (5) year period.
- General and geographical knowledge of the operational areas.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. The employee is frequently required to sit, talk, and hear. The employee is also required to use hands and fingers to handle, feel or operate objects, tools or controls, and to reach with hands and arms. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, crawl, and smell. The employee must occasionally lift and/or move at least forty (40) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The employee generally works outdoors and near moving mechanical parts. The noise level in the work environment is usually moderate.

Federal Safety-Sensitive Classification:

This position is classified as safety-sensitive and is subject to criminal background checks, driving record checks, and Federal drug and alcohol testing laws.

The duties listed in position descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, reasonable, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer change.