

## **Trailblazer Joint Powers Board POSITION DESCRIPTION**

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

### **Job Summary:**

To provide safe, courteous, and dependable transportation to the general public, including children, youth, adults, and seniors. Some transit customers may have physical and/or mental disabilities. A transit driver operates under the supervision of a manager but is generally required to work independently. Work is performed primarily in a transit vehicle under normal driving conditions. Occasionally, a transit driver may encounter inclement weather.

### **Responsibilities and Duties:**

1. Operates elevator-equipped transit vehicles in all types of weather conditions and in various driving environments including cities, highways, and rural areas.
2. Performs pre-trip and post-trip procedures including vehicle inspections; reports problems.
3. Cleans inside/outside of transit vehicles and garage work areas.
4. Provides passenger assistance between the transit vehicle and the outermost door/entryway.
5. Secures passenger wheelchairs, scooters, walkers, and other items in the transit vehicles.
6. Utilizes electronic tablets to track ride information; manually records some information on paper manifests.
7. Completes vehicle inspection forms, daily checklists, and other paperwork.
8. Collects cash fares; sells tokens on transit vehicles.
9. Complies with all local, state, and federal traffic laws and regulations.
10. Meets and maintains all commercial driver qualifications and certification requirements set forth by all federal and state government entities.
11. Conducts business in a professional, courteous manner with all contacts including but not limited to customers, co-workers, supervisors, other agencies, and the public.
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 a MN Class A, B, or C Commercial Driver's License with passenger endorsement.
- Must meet DOT physical qualifications to drive and maintain a valid DOT physical card.
- Ability to lift a minimum of forty (40) pounds.
- Ability to fluently speak and write the English language.
- Ability to read a map and to follow written/oral directions and instructions.
- Excellent driving skills.

**Minimum Qualifications (Continued):**

- Excellent decision-making and problem-solving skills.
- Excellent communication and customer relations skills.
- Pass pre-employment drug test and adhere to federal drug and alcohol testing requirements.
- 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 a minimum of 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 below are representative of those an employee encounters while performing the essential functions of this position. 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.

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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 a contractual agreement between the employer and employee and is subject to change as the needs of the employer change. Employment at Trailblazer Joint Powers Board is at-will.