**DISTRICT THREE GOVERNMENTAL COOPERATIVE**

**JOB DESCRIPTION**

**JOB TITLE: TRANSIT DRIVER II**

**JOB SUMMARY: Under the immediate supervision of the Area Supervisor, the Transit Driver II will act in a courteous manner at all times, be responsible for transporting riders on vehicles and possess a working knowledge of the transportation program and driver’s manual.**

**JOB DUTIES: The responsibilities of the Driver shall be, but are not limited to, the following:**

1. **Safely transport passengers along designated routes.**
2. **Act in a friendly and courteous manner with customers, especially when enforcing passenger guidelines, including mandatory use of seat belts.**
3. **Collect fares and maintain positive control of fare boxes.**
4. **Assist passengers with boarding and exiting the vehicle giving special aid to the disabled.**
5. **Inspect vehicle to ensure the vehicle operates safely.**
6. **Maintain complete first aid and bodily fluid spill kits on the vehicle at all times and be familiar with its contents and techniques of use.**
7. **Be familiar with when and how to use the vehicle’s fire extinguisher.**
8. **Use two-way radio effectively to communicate with dispatch.**
9. **Complete daily paperwork such as daily inspection, mileage, ridership and defective reports.**
10. **Utilize electronic device and/or computer system to record information.**
11. **Attend required quarterly and annual meetings and training events as needed.**
12. **Know agency rules, safety regulations, state and local driving laws, and Department of Transportation regulations.**
13. **Assist the department where needed.**
14. **Clean bus at the end of shift – disinfect, pick up trash, etc.**

**JOB QUALIFICATIONS— Transit Driver II must have and maintain a satisfactory DMV record, pass a DOT physical, and successfully complete all required fitness for duty tests and trainings including but not limited to a vision screening, a reaction test, a road test, an evacuation drill, pass training, and random substance abuse and alcohol testing.**

**7/28/2020**

JOB REQUIREMENTS: Job Title/ Category\_\_ Transit Driver II\_\_\_\_

(Check all that apply)

The worker must be able to:

Cognitive Functioning:

\_X\_learn and understand routine tasks

\_X\_follow routine instructions

\_X\_adapt to changes

\_X\_remain alert at all times

\_\_\_learn complex skills

\_X\_solve problems

\_X\_deal with multiple issues simultaneously

\_X\_operate computer equipment

\_X\_communicate effectively with the public

\_X\_safely operate potentially dangerous equipment, including Bus with wheelchair lift

Vision:

\_\_\_no vision requirement

\_\_\_see well enough to read and perform routine activities of daily living

\_X\_see well enough to operate a motor vehicle (CDL Standard)

\_\_\_exceed minimal vision standards for safety reasons

Hearing:

\_\_\_no hearing requirement

\_X\_hear minimally (CDL Standard)

\_\_\_hearing requirements exceed those of normal activities of daily living for safety reasons

Sitting, Standing, Walking, Climbing:

\_X\_sit in one position for up to \_4\_ hours

\_\_\_stand in one place for up to \_\_\_ minutes

\_X\_walk up to \_5\_ percent of the work day

\_X\_climb stairs

\_\_\_climb ladders

Crouching, Stooping, Turning, Twisting, Reaching:

\_X\_bend at the knees \_X\_occasionally \_\_\_frequently

\_X\_bend at the waist \_X\_occasionally \_\_\_frequently

\_X\_turn or twist the upper body frequently

\_\_\_reach with arms extended above the head

Gripping, Lifting, Carrying

\_X\_grip or grasp objects for extended periods

\_X\_lift up to \_25\_ pounds

\_\_\_carry bulky items and items weighing \_\_\_\_ pounds or more

\_X\_repeatedly push or pull items such as cleaning equipment

Pace:

\_\_\_no requirement

\_X\_work at a moderate pace with some rest

\_ \_work at a rapid pace with limited interruptions

Other:

\_\_\_make frequent, repetitive motions

\_X\_maintain good balance

\_X\_drive a vehicle

\_X\_speak audibly and understandably

\_\_\_supervise others

\_X\_work outdoors in varying weather conditions

\_X\_use required safety equipment

\_X\_work more than eight hours in a day

Following is a general description of the physical requirements of the job:

Transit drivers must operate a vehicle on routes up to 10 hours in a day and up to 15 hours on-duty. Driver must provide services to passengers including, but not limited to, explaining routes, schedules, and services provided, answering questions, collecting fares, and assisting passengers who use wheelchairs.