

## Region 2 Transit System Bus Driver

**Position:** Bus Driver

**Supervises:** none

**Department:** Region 2 Transit System

**FLSA Status:** Non-exempt

**Reports to:** Operations Manager / Transit Administrator / Executive Director

**Revision date:** September 13, 2006

### POSITION SUMMARY

Drivers are responsible for the operation of Region 2 Transit System's various vehicles and for the safe and orderly transportation of passengers to and from their destinations. Work includes completion of daily inspection of vehicle, fueling, interior and exterior cleaning of vehicle, maintaining accurate trip records, assisting passengers, receiving and accounting for fares, radio communications, and any other related duties as assigned by the Operations Manager.

### ESSENTIAL JOB DUTIES

Inspects the vehicle daily prior to beginning route.

- Follows a prescribed checklist in reviewing the vehicle's operational and safety features; records all repair needs/problems on checklist and reports findings requiring immediate attention to Lead Mechanic.
- completes check of all fluids and maintains proper level.
- Assist bus washer/custodian in maintaining the cleanliness inside and outside of transit vehicle as required.
- Maintains accurate daily trip logs and provides necessary data for Region 2 Transit System's accounting system as required.
- Completes all records daily and follows reporting procedures as required; receives and accounts for all fares as collected daily.
- Uses sound judgment in following dispatch instructions, being able to recognize, create, and follow logical sequences for pickup and drop-off of passengers in an efficient manner.
- Keeps regular contact by radio with dispatcher; uses correct FCC procedures and observes radio courtesy and have the ability to operate other communication devices.
- Observes all traffic laws, especially those related to public transportation; ensures that all passengers wear seat belts, mobility aids are properly secured and follow safety regulations.
- Assists both ambulatory, elderly persons and passengers with disabilities from the door into the vehicle and vice versa. Drivers are not expected to move wheelchair persons up/down stairs in a private residence or destination. Drivers are not to enter a passenger's home except in extreme emergency.
- Assists passengers in securing wheelchairs and other mobility devices, using a variety of securement devices.
- Maintain the confidentiality of passenger information.
- Attends training classes provided by Region 2 Transit System and successfully completes each. Training will include, but not be limited to, CPR, first aid, substance abuse awareness, special needs assistance techniques, and various driving skills.
- Ability to drive a variety of passenger vehicles, including but not limited to, vans, minivans, conversion vans or buses that may be diesel, gasoline or alternative fuel powered.
- Must follow emergency procedures as instructed by Dispatcher, Operations Manger or Transit Administrator.

### KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to accept and follow detailed instructions.

- Must be at least 18 years of age with at least two years driving experience, with a good driving record for the preceding two years.
- Must be able to perform all duties associated with operating a vehicle and be physically able to lift 60 lbs.
- Must be bondable, courteous, dependable, and be able to relate to people of all ages, and economic and ethnic backgrounds.
- A school bus driver's permit issued by the department of education may be required, which includes an biennial physical examination.
- Ability to safely perform a range of physical activity associated with transit operations, including walking, standing, bending, twisting, kneeling and climbing; using hands and arms to grasp or reach; and lifting, carrying, pushing and pulling.

## **ENTRY REQUIREMENTS**

**Required licenses, registrations and certifications:** Must be able to obtain and maintain a Class C CDL drivers license with a passenger endorsement.

**Required post-offer physical examinations:** Must be able to pass a physical examination.

**Required drug testing:** Subject to DOT-FTA drug and alcohol testing requirements for employment, as well as at random, reasonable suspicion, and post accident drug and alcohol tests as deemed appropriate by Region 2 Transit System's current approved drug testing policy.

**Residency requirement:** None

## **HOURS OF WORK**

Generally, up to 40 hours per week, Monday through Friday, with varied hours from 6: 00 am to 6:00 pm. Start and finish times may vary dependent on assignment. May be required to work additional hours or to change hours with minimal notice as required for the operation of the system. May also be required to work evenings and weekends as schedule requires.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The employer reserves the right to change or reassign job duties or combine positions at any time without prior notice.

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Executive Director signature and date

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Employee signature and date