

SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION (SEARPDC)

JOB DESCRIPTION

Job Title: Bus Driver I

Department: Transportation

FLSA:

Grade:

Safety Sensitive: Yes

Security Sensitive: No

Job Description Prepared: November 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Transportation Director

Subordinate Staff: None

Other Internal Contacts: Office Staff; Administration

External Contacts: General Public; Aging Population; Vendors; Nurses; and Nurse Aides

Job Summary

Under the supervision of the Transportation Director, the Bus Driver I uses established procedures to complete assigned daily schedules for transporting riders. The employee conducts physical inspections prior to trips and maintains daily upkeep of vehicle to ensure it is operating properly, performs various chores and errands, and completes daily activity report. The employee collects and documents fares and ensures safe operation of the transit vehicle over planned and scheduled service routes. This is an entry level position in a job family where the employee performs the duties and responsibilities of this job according to all established policies, procedures, and regulations. This is considered safety-sensitive job and is subject to a pre-employment background check and random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Transportation. Operates a transit vehicle to transport clients to various locations within the SEARPDC service region.

1. Transports passengers to required destinations.
2. Receives driving assignments, and any additional schedules, from supervisor.
3. Receives daily driving route based on schedule for the most efficient route.
4. Drives routes in a safe and efficient manner.
5. Follows assigned daily schedules and reports any additions or cancellations to office.
6. Assists passengers getting in and out of van; provides escort services for entering and exiting transit.
7. Assists passengers with packages and parcels boarding and unloading the vehicle.
8. Maneuvers wheel-chair clients onto transit vehicle and secures chairs in transit vehicle; operates electro-hydraulic wheelchair lift.
9. Collects and documents appropriate fares from riders.
10. Documents and maintains data on all passengers; documents and tracks passengers' contracts.
11. Maintains two-way radio contact with office to ensure safe operation of transit over various service routes.
12. Reports complaints, accidents, or injuries to supervisor.
13. Maintains daily logs and paperwork relating to vehicle operation to include time sheets, mileage/passengers' information, inspection sheets and work sheets.
14. Reconciles monies to the schedule at the end of a shift.
15. Completes and retains passenger information forms.
16. Attends professional development to included: scheduled driver training sessions, seminars, first aid and cardio-pulmonary resuscitation (CPR) courses, etc.).

ESSENTIAL FUNCTION: Vehicle Maintenance. Performs routine and preventative maintenance on assigned vehicle.

1. Attends quarterly driver training workshop and other training as required.
2. Conducts daily pre-departure inspections of vehicle.
3. Conducts daily post-trip inspections of vehicle.
4. Performs vehicle interior and exterior cleanup at the end of the day.

5. Conducts operator level maintenance to include checking levels of fluids (water, brakes, power steering, oil, windshield washer, etc.), and tires and belts.
6. Refuels vehicle.
7. Drives vehicle to maintenance facility for routine and scheduled maintenance.
8. Reports vehicle problems to supervisor.

NON-ESSENTIAL FUNCTION:

Performs other job-related tasks as required or assigned.

Knowledge, Skills and Abilities

(*Can be acquired on the job)

1. Knowledge of federal, state, and local regulations regarding public transportation.
2. *Knowledge of regional road systems and geographical area.
3. Knowledge of rules and regulations relating to the operation of a motor vehicle in the State of Alabama.
4. Knowledge of traffic laws and regulations.
5. Knowledge of basic vehicle maintenance.
6. Knowledge of safe driving practices and defensive driving techniques.
7. Knowledge of safety rules including accident causation and prevention.
8. Reading skills to understand, and interpret daily schedule, traffic signs, and other forms.
9. Communication skills to effectively communicate internally and externally, both orally and in writing.
10. Verbal skills to effectively communicate with supervisor, co-workers, and the general public.
11. Writing skills to clearly and neatly complete routine forms records, and notes using correct English, grammar, punctuation, and spelling.
12. Driving skills to safely operate a passenger van.
13. Math skills to accurately account for fares and fees collected.
14. Ability to read and comprehend state and federal reporting criteria to collect data for preparation of reports.
15. Ability to read and understand a road map.
16. Ability to deal with all contacts in a courteous and patient manner.
17. Ability to be cautious and alert when driving and assisting riders.
18. Ability to be flexible and adapt to changes in schedule.
19. Ability to work independently with little or no supervision.
20. Ability to handle stressful situations and use good judgment.
21. Ability to assist passengers on/off van.
22. Ability to maneuver and secure wheelchair bound patrons on/off van.
23. Ability to lift weight exceeding twenty-five (25) pounds.

24. Ability to train other drivers.
25. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Previous experience working with the public is required; previous experience as a professional transportation driver is preferred or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
3. Possess a current and valid Class C Commercial Driver's License (Class C CDL); maintains insurability under the organization's policy for the duration of employment; CDL-B is preferred.
4. Completion of lift and wheelchair safety, CPR, defensive driver, and fire extinguisher training within designated period of time.
5. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Employee Signature

Date _____