

# Job description

## JOB OVERVIEW

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|-------------------|-------------------------------------------|
| <b>JOB TITLE</b>  | Backup Transit Driver                     |
| <b>DEPARTMENT</b> | Transit                                   |
| <b>LOCATION</b>   | 15629 NW CR 12, Bristol, FL 32321         |
| <b>REPORTS TO</b> | Dispatch, Mechanic and Executive Director |

## GENERAL JOB SUMMARY

Transit drivers are transportation professionals who transport passengers along a pre-assigned route. They are responsible for performing basic vehicle checks, coordinating and documenting activities with the dispatcher.

## DUTIES & RESPONSIBILITIES

- Load and unload consumers.
- Drive transit vehicles to and from designated locations.
- Drive in a safe manner.
- Washing, Cleaning and Sanitizing vehicles.
- Proper securement of consumer's mobility devices.
- Maintain control of onboard environment. (Conflict resolution)
- Perform other duties as required by the Dispatch, Mechanic, or Executive Director.
- Contracted pickups and deliveries.
- Maintain Timely pickup and drop off per logs.
- Maintain Clean Driving record and background.
- Pre Trip and Post Trip inspection of vehicles.
- Ability to Bend, Twist, and Stoop.
- Must be able to lift (at least 50 lbs.) push and pull.
- Transporting Assigned clients from assigned pickup to assigned drop off locations.
- Logging paperwork for assigned pickups and drop offs.
- Logging Electronic logs for assigned pickup and drop offs.
- Pre-Trip and Post Trip inspection of vehicles.
- Promptly reporting any accidents, injuries or mechanical faults to dispatch, mechanic, Executive Director.
- Assisting consumers on and off board vehicles.
- Following rules of the road to maintain safety of vehicle and consumers.
- Complying with all safety rules and regulations.
- Perform other duties as assigned.

***The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.***

## REQUIREMENTS/EDUCATION & TRAINING

Minimum of High School Diploma or Equivalent

Must be at least 21 years of age

Must pass Background, Drug Testing and Pre-employment Physical

Valid class E license with clean and valid driving record, clean driving record must be maintained

Valid Medical Examiner's Certificate

CPR, First Aid, Blood Borne Pathogen

Road Safety Rules and Regulations

Defensive Driving

Drug and Alcohol Training

Criminal History Check

Wheelchair Securement Training

Vehicle/Bus Inspection Training

## SKILLS & ABILITIES

- Respect for diversity and the ability to work with a broad range of people who vary widely in their mental and physical capabilities.
- Ability to be patient, dependable and responsible while working in an unpredictable environment.
- Ability to be attentive to details: riders' needs; vehicles' responsiveness operations and condition; recording required information on a daily log.
- Ability to maintain order on a moving vehicle, using established disciplinary techniques.
- Excellent problem-solving skills
- Exceptional customer service skills
- Effective communication skills
- Conflict Resolution Skills
- Ability to work without direct supervision
- Timeliness

### **PHYSICAL AND MENTAL REQUIREMENTS**

- Must be able to lift the hood of the vehicle to perform pre-trip tests.
- Sustained sitting behind the wheel of a passenger vehicle occurs on a daily basis.
- Bending and kneeling, crouching and stooping are required for securing wheelchairs as well as when performing pre and post trip safety inspections.
- Must have quick reflexes for going safely through traffic, especially in highly congested areas and around schools, hospitals, and other sites where there are many pedestrians.
- Ability to hear comments from passengers.
- Ability to hear and identify street noises, including emergency vehicle sirens.
- Employee uses vision to read handwriting, drivers' schedules, spreadsheets, maps, and vehicle maintenance work order forms.
- Must be able to see road hazards, pedestrians and animals in the roadway, traffic signs and signals, brake lights, street identification signs, addresses on structures.
- Must be able to read and understand odometers, speedometers, tire pressure gauges, temperature gauges, oil gauges, dipstick markings and fluid measurements.
- Must have basic understanding of the relationship between time and distance.
- Must be able to adhere to speed limits, staying within the traffic flow, by judging the speed of the vehicle.

- Must remember County policies, procedures and processes related to customer service, employee relations and risk management including motor vehicle accident, on-the-job injury, cleanup of biohazards, and DOT drug/alcohol testing.
- Must be able to read and interpret addresses and numbering systems in relationship to time, distance and direction.
- Must be able to converse with a variety of people including co-workers, technical staff, other service providers, law enforcement personnel, parents of young children, grown children of elderly parents, older adults, individuals who have disabilities.
- Must exercise good judgment to ensure safety of people and property, using reasoning skills that have been learned by experience and/or through training

#### WORKING CONDITIONS

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| WORK ENVIRONMENT   | Work is performed mainly outdoors, behind the wheel of a multi-passenger vehicle, assisting and transporting clients. Work operations vary daily and are determined by the requests and needs of riders as well as by weather and road conditions. Contact is with riders who can have impaired vision or perception; or ambulatory disabilities that are associated with arthritis, stroke, or vascular or neurological disease or deterioration. Contact is with people with disabilities of any age group who have impairments of any type such as mental/emotional; physical. Work is performed under strict deadlines with high degree of responsibility for others. Work occasionally involves dealing with angry, frustrated, ill, or upset individuals. Supervisor may vary hours of work for drivers as needs dictate. |
| HOURS / SHIFTS     | Varies dependent on consumer demand. Maximum of 29 hours per week. Flexible days and may include some weekends                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| BENEFITS           | Florida State Retirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| EMPLOYEE SIGNATURE |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description***