

Position: TRANSIT DRIVER (CDL with Passenger Endorsement and Non-CDL)

Description: Will provide needed passengers assistance on and off vehicles. The drivers will at all times be alert to passenger needs and operate the vehicle in a safe manner. Transportation will be provided to all age riders and to various destinations. Transit drivers may be required to provide necessary services as authorized by the PACE Interdisciplinary Team (IDT). Accurate recordkeeping is mandatory for this position. Significant public contact is required and position requires some independent decision-making and action.

- Must have valid driver's license and acceptable driving record.
- Transport riders/passengers to and from approved destinations.
- When needed will assist riders boarding and unloading.
- Will use proper techniques in assisting passengers, including those in wheelchairs.
- Will assure proper vehicle maintenance is provided, keep vehicle clean and in good operative condition.
- Observe safe-driving practices including those outlined in Four County Transit's Safe Driving Policies.
- Pick up and return participants according to a predetermined schedule developed by the PACE Transportation Supervisor.
- Provide updates on participant problems or concerns to the PACE Transportation Coordinator.
- Collect fees/contributions with proper reporting.
- Report any unacceptable behavior or the use of profanity on the vehicle.
- Maintain strict confidentiality in all matters pertaining to riders or the agency.
- Refrain from the use of the vehicle for any personal reason.
- Maintain accurate transportation records as identified by the supervisor.
- Complete and submit accurate reports in a timely manner.
- Attend and participate in all required training.
- Will perform other agency-related tasks as warranted.
- Will demonstrate and maintain good work ethics.
- Will adhere to all applicable agency policies and procedures.

Requirements: Minimum - Must have a valid driver's license and acceptable driving record. High school diploma or GED preferred. Must be able to read, write and communicate effectively. Previous experience preferred. Training required, including but not limited to passenger assistance, First Aid, CPR, wheelchair lift operations, etc. Job requires some lifting up to 75 lbs. Must be able to pass DOT physical, drug and alcohol test and criminal background check.