

TRANSIT DRIVER

GRADE: 1 (with CDL is Grade 2)

REPORTS TO: Fleet Manager

Position Requirements: Minimum – Must be 21 years of age, 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. Job requires some lifting up to 50 lbs. Must be able to pass DOT physical, drug and alcohol test and criminal background check. Transit drivers that provide services for Program for All-inclusive Care of the Elderly (PACE) will be required to have one (1) year of experience with the elderly. Transit drivers with Commercial Driver License (CDL) with passenger endorsement is preferred. Training will be provided on subjects including but not limited to operating the vehicle, passenger assistance, First Aid, CPR, wheelchair lift operations, etc.

Summary of Duties: Will provide needed passengers with 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 riders of all ages 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 this position requires some independent decision-making and action.

DUTIES AND RESPONSIBILITIES:

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

17. Will demonstrate and maintain good work ethics.
18. Will adhere to all applicable agency policies and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Good communication skills (reading, writing, interpersonal)
2. Good organizational skills
3. Good driving record
4. Must be flexible and adaptable to frequent change.