

JOB DESCRIPTION
Transit Full-Time Driver

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| 1. LIFT Community Action Agency, Inc. | 2. Program: Transit |
| 3. Reports To: Program Director | 4. Title: Full-Time Driver |
| 5. Grade: Three | 6. Date: October 2021 |
| 7. Approved By: Rebecca Reynolds,
Executive Director  | 8. Status: Non-Exempt |

JOB SUMMARY:

The Full-Time Transit Driver drives a bus or a motor coach, including regular route operations and private carriage. The Transit Driver may assist passengers with carry-on items and collect fares or tickets. Federal law requires that all persons in this position be subject to pre-employment and random drug and alcohol testing. This is a Safety Sensitive position.

DUTIES AND RESPONSIBILITIES:

Tasks

1. Inspect vehicles; check gas, oil and water levels prior to departure.
2. Drive vehicles over specified routes or to specified destinations according to time schedules in order to transport passengers, complying with traffic regulations.
3. Park vehicles at loading areas so that passengers can board.
4. Assist passengers with carry-on items, collect tickets or cash fares.
5. Report delays or accidents.
6. Advise passengers to be seated and orderly while on vehicles.
7. Regulate heating, lighting, and ventilating systems for passenger comfort.

Work Context

1. Requires repetitive movement.
2. Requires using hands to handle, control or feel objects, tools or controls.
3. Requires sitting.
4. Requires face-to-face discussions with individuals and teams.
5. Requires dealing with unpleasant, angry and discourteous people. Includes conflict situations.
6. Includes exposure to sounds and noise levels that are distracting or uncomfortable.
7. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization.
8. Opportunity to make decisions without supervision.
9. Requires repeating the same physical activities or mental activities over and over.
10. Requires meeting strict deadlines.
11. Requires working with others in a group or team.
12. Requires working with external customers or the public.
13. Responsibility for the health and safety of others.
14. Requires working in a closed vehicle or equipment.
15. Job tasks are performed in close physical proximity to other people.

Work Activities

1. Performing for or working directly with the public.
2. Performing general physical activities.
3. Communicating with persons outside the organization.
4. Assisting and caring for others.
5. Communicating with supervisors, peers or subordinates.
6. Handling and moving objects.
7. Operating vehicles, mechanized devices or equipment.
8. Identifying objects, actions and events.
9. Updating and sing relevant knowledge.
10. Getting information.
11. Documenting/recording information.
12. Monitor processes, materials, or surroundings.
13. Use local or regional geographical knowledge to transportation.
14. Use established traffic or transportation procedures.
15. Follow traffic laws.
16. Collect payment.
17. Transport passengers or cargo.
18. Monitor variables affecting route activities.
19. Perform safety inspections in transportation setting.
20. Loan/unload passenger luggage or cargo.
21. Provide customer service in surface transportation.

SUPERVISORY RELATIONSHIP:

The Transit Driver works under the supervision of the Transit Clerk and exercises no supervision over other employees.

QUALIFICATIONS:

1. High School Diploma or GED or equivalent work experience.
2. License, Certificate or Registration; Valid Oklahoma Driver License.
3. Obtain USDOT (US Department of Transportation) Physical with one or two year certification.

Skills: Basic Skills

1. Driving.
2. Active listening/learning.
3. Critical thinking.
4. Learning strategies.
5. Monitoring.
6. Speaking.
7. Writing.

Technical Skills:

1. Equipment Maintenance.
2. Operation Monitoring.

Essential Functions:

1. Consistent, safe operations of all transit vehicles in accordance with state and federal traffic laws.
2. Assist ADA (Americans Disabilities Act) clients in and out of transit vehicles; including loading, and/or unloading passengers and securing the mobility devices in the vehicle. This is a repetitive task that could be performed several times in each shift of duty.
3. Ability to lift or maneuver 40 pounds.
4. Ability to complete required records; such as log books to track hours of work according to USDOT requirements.

Knowledge Required:

1. Customer and personal service.
2. Public safety and security.

Tools:

Automotive doors

1. Powered service doors/manual service doors.

Busses

2. Passenger busses

Emergency medical services first aid kits.

3. Emergency first aid kits.

Lifts

4. Utilize straps and buckles to secure ADA devices to transit vehicles.
5. Wheelchair lifts.

This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productive machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 40 pounds or more.
6. Frequently must ascent/descend steps in and out of vehicles.
7. Frequently must visually detect highway signs and interact with traffic while operating a vehicle.
8. Occasionally must position self to assist passengers in and out of vehicles.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

LIFT Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is Non-Exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)