


**JOB DESCRIPTION**  
**Transit Driver Full-Time**

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|---|---------------------------------|
| <b>1. Little Dixie C.A.A</b>  | <b>2. Program: Transit</b>      |
| <b>3. Reports To: Transit Driver</b>  | <b>4. Title: Transit Driver</b> |
| <b>5. Grade: 3</b>  | <b>6. Date: May 2020</b>        |
| <b>7. Approved By: Rebecca Reynolds</b>  | <b>8. Status: Non-Exempt</b>    |

**JOB SUMMARY:**

The Transit Driver drives a bus or a motor coach, including regular route operations and private carriage. The Driver may assist passengers with carry-on items and collect fares or tickets. *“This is a Safety Sensitive position.”*

***Federal law requires that all persons in this position be subject to Pre-employment and random drug and alcohol testing.***

**DUTIES AND RESPONSIBILITIES:**

Tasks

1. Inspect vehicles, and 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 and 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 or teams
5. Includes conflict situations
6. Requires dealing with unpleasant, angry, or discourteous people
7. Includes exposure to sounds and noise levels that are distracting or uncomfortable
8. Opportunity to make decisions without supervision
9. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization
10. Requires repeating the same physical activities or mental activities over and over

11. Requires meeting strict deadlines
12. Requires work with others in a group or team
13. Requires work with external customers or the public
14. Includes responsibility for the health and safety of others
15. Requires working in a closed vehicle or equipment
16. 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 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 Using 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. Load/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/G.E.D. or equivalent work experience.
- 2.License, Certificate or Registration: Valid Oklahoma Driver's License
- 3.Obtain USDOT Physical with one to 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 clients into and out of transit vehicles which include 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 lbs.
- 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 buses

##### 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 productivity 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.
6. Frequently must ascend/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.

Little Dixie 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, LDCAA 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)