

GRANT COUNTY TRANSPORTATION DISTRICT

POSITION DESCRIPTION: DRIVER

NON-EXEMPT

General Description of Position:

The Vehicle Operator is responsible for safely operating a GCTD transit motor vehicle. The primary objective of a Vehicle Operator is providing safe, reliable, and efficient public transportation.

Requirements:

1. Fully complete a GCTD employment application
2. Possess a Class C Commercial Driver's License with Passenger Endorsement or be able to obtain one within 60 days of employment.
3. Possess a clean driving record.
4. Furnish GCTD a copy of the driving record obtained from the DMV.
5. Pass the alcohol and drug test, as well as a background check.
6. Reliable employment history, including a strong attendance and punctuality record.
7. Neat and clean appearance.
8. Must possess the ability and desire to work with the general public, especially elderly and people with disabilities.
9. Must be able to follow policies, procedures and laws, and work in a team environment.

Essential Job Functions:

The essential functions of the position include, but are not limited to, the functions outlined below. Management retains the discretion to add to and/or change the duties of the position at any time.

General Responsibilities:

1. Participate in random alcohol and drug testing.
2. Obey laws governing motor vehicle operations and safely operate a public transportation vehicle.
3. Follow all GCTD safety and operational policies, rules, and procedures.
4. Complete a First Aid, CPR and AED class and maintain an active card.
5. Attend Defensive Driver training and renew every 2 or 3 years (depending on certification length).
6. Attend Passenger Assistance training at a minimum of once every two years.
7. Perform pre-trip and post-trip vehicle inspections, and complete documentation.
8. Maintain a reasonably sufficient level of fuel in the vehicle at all times.
9. Report to work on time and maintain a strong attendance record.
10. Maintain a good rapport with the general public.
11. Immediately report all bus damage to the District Manager and complete a written incident report.
12. Immediately report any unsafe or hazardous situations to the District Manager.

Specific Physical Job Functions:

1. Sit in driver's seat for extended periods of time.
2. Assist passengers in getting on and off of the bus.
3. Finger (manual dexterity) vehicle controls and paperwork.
4. Handle transfers and other paperwork
5. Push passengers in wheelchairs over short distances.
6. Pull passengers in wheelchairs over short distances.

7. Stoop when performing vehicle inspections and securing wheelchairs.
8. Crouch when performing vehicle inspections and securing wheelchairs.
9. Kneel when performing vehicle inspections and securing wheelchairs.
10. Bend at the knee, hip and waist when operating vehicle, performing vehicle inspections and securing wheelchairs.
11. Twist at the knee, hip and waist when operating vehicle, performing vehicle inspections and securing wheelchairs.
12. Reach forward, rearward, upward and downward while performing vehicle inspections and securing wheelchairs.
13. Stand while performing vehicle inspections and assisting passengers and the public.
14. Walk while performing vehicle inspections and assisting passengers and the public.
15. Be subject to wet, cold and/or hot environmental conditions.
16. Be subject to a low risk of injury due to vehicle accident, mechanical failure, fire and/or explosion.
17. Be subject to vehicle noise and vibration while operating transit vehicle.
18. Be subject to vehicle exhaust fumes and odors, and road dusts and mist.
19. Write reports in a coherent and legible manner.
20. Accurately calculate, collect and count fares.
21. Clean and wash interior and exterior of vehicles in accordance with GCTD policy, and complete documentation on a daily basis.
22. Be responsible for cleaning and disposing of body fluids as directed.
23. Maintain the bus bay area in a clean condition at all times.
24. Other duties that may be assigned by the District Manager.

Special Comments:

1. All employees are hired at will.
2. Driver's job performance will be evaluated annually. The evaluation report will be signed by the employee and District Manager.
3. Never permit an unauthorized person to operate a bus entrusted to the driver's care.
4. Refrain from any personal use of the company's equipment or vehicles unless the District Manager gives prior permission for each situation.
5. If personal errands need to be attended to, including checking a Post Office mailbox, the driver must clock out.
6. Drivers may not disclose any of the passenger's confidential information to anyone outside of GCTD staff, especially HIPAA (Health Insurance Portability and Accountability Act of 1996) protected information.

Signature of Employee

Date

Signature of District Manager

Date