

**POSITION DESCRIPTION
FOR
RAINBOW RIDER TRANSIT**

JOB TITLE: Transit Driver	REPORTS TO: Operations/Safety Manager
FLSA STATUS: Non-exempt	POSITION SUPERVISES: N/A
HOURS WORKED: Varies depending upon full-time or part-time status	APPROVED BY: Transit Board 03/08/2018

PART I – JOB SUMMARY

The purpose of this position is to provide safe, customer service-oriented transportation to all passengers of Rainbow Rider. Responsible to provide all transportation assignments from the dispatch center and to provide on-time, reliable service in the safest manner possible and according to system policies and procedures.

PART II – JOB SPECIFICATIONS

EDUCATION/EXPERIENCE: High school diploma or GED. Transit experience preferred.

LICENSE: Valid Class B CDL with passenger endorsement (or be able to obtain).

CONTINUING EDUCATION: Must attend continuing education courses as appropriate.

JOB KNOWLEDGE & SKILLS: Knowledge of all federal, state, and local laws related to the operation of transit vehicles. Knowledge of the communities in the service area as well as familiarity with the major roads and retail and medical destinations in the region. Knowledge of the operations of a transit vehicle including the wheelchair lift and tie-downs. Ability to communicate effectively. Thorough knowledge of traffic laws and defensive driving. Skill in operation of bus/van, hand tools used in the maintenance of transportation vehicle, tablet, cellphone with Bluetooth device. Skill in First Aid. Ability to establish and maintain effective relationships with employees, supervisors and the general public.

PERSONAL COMPUTER (PC) AND EQUIPMENT COMPETENCIES: Knowledge of basic computer functions, including word processing.

LANGUAGE COMPETENCIES: Ability to read, write and clearly speak the English language. Ability to understand and speak the Spanish language preferred.

EMPLOYMENT VARIABLES: Schedule varies.

CRIMINAL BACKGROUND CHECK: Pre-employment and annual criminal background checks will be conducted. Position is subject to pre-employment, random and reasonable suspicion drug and alcohol testing.

FEDERAL MOTOR CARRIER SAFETY REGULATIONS SECTION 391: Position subject to pre-employment and annual Department of Motor Vehicle checks. Subject to pre-employment checks of job performance, including but not limited to, results of prior drug and alcohol test results.

PART III – ESSENTIAL FUNCTIONS OF JOB

Be capable of safely driving a public transit vehicle.

Communicate clearly, effectively and completely in a way that makes passengers feel valued and appreciated.

Demonstrated knowledge of streets, highways, retail centers, medical clinics and hospitals, cities, towns and counties in the Rainbow Rider service area.

Demonstrated ability to read a map.

Thorough knowledge of the Rainbow Rider program including the services, routes, schedules, fare structures and policies and procedures.

Pass training courses on safety, defensive driving, lift operations, Rainbow Rider operations policy manual and passenger assistance.

Demonstrated knowledge and ability to perform preventive maintenance checks and complete pre- and post-inspection reports.

Maintain transportation vehicles, including fueling, cleaning and general maintenance.

Capable of operating the lift and tie-down equipment. Must be capable of operating the lift manually.

Capable of using safety equipment, and the two-way radio equipment according to standard radio protocols.

Demonstrated ability to accurately maintain a driver's route and schedule log.

Maintain simple records and reports including time records, driver manifests, Accident/incident reports and pre- and post-inspection reports.

Familiarity and compliance with Rainbow Rider policies and procedures on the use of the telephone, two-way radio equipment and mobile data terminals.

Clean bus interior daily, exterior as appropriate.

Required to wear the designated uniform, including shirts, pants shorts, jackets, caps and/or nametags at all times while on duty.

Tobacco products, eating or drinking are prohibited, except at scheduled breaks or meal times, and at no time while in or near the vehicle or while providing service to others.

Prohibited from decorating or placing personal items in transit vehicles that are not necessary in conducting his/her duties.

Keep an accurate timepiece in clear sight at all times of operation.

Capable of collecting the required fares in accordance with Rainbow Rider's required fare structure.

Accurately log all incidents and accidents in the dispatch log and report all information to the dispatch center.

Be able to lift fifty (50) pounds, carry up to three (3) packages and otherwise provide assistance to passengers.

As directed, attend meetings and training, including those scheduled outside of normal work schedule.

In addition to the functions described above, this position may include other responsibilities and duties as assigned on occasion based upon the needs or requirements of Rainbow Rider.

NOTE: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

PART IV – WORKING ENVIRONMENT

Materials and Equipment Used: Must be able to operate an automobile to drive to various locations and meeting sites; operation of computers and a variety of office equipment required.

Travel Requirements: Travel to various Rainbow Rider Transit locations and throughout the State for various training related activities several times throughout the year.

Hazardous Exposure Category: Place an "X" in the appropriate category for the role:

Category 1: Involves an inherent potential for contact with blood, body fluids or tissues. Appropriate protective measures are required for every employee engaged in Category 1 tasks.

Category 2: Involves no exposure to blood, body fluids or tissues in usual work but potential for exposure exists in work environment. Employees performing Category 2 tasks don't need to wear protective equipment but they should be prepared to put on protective equipment on short notice.

Category 3: Involves no exposure to blood, body fluids or tissues although situations can be hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids.

I have read the job description and its attachments and understand the responsibilities.

Employee Signature: _____

Date: _____

PART V – PHYSICAL / MENTAL REQUIREMENTS

Lifting Requirements: Place an “X” in the appropriate level for the job.

1. ___ **Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Roles are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
2. ___ **Light Work:** Exerting up to 20 pounds of force occasionally, and/or to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work.
3. X **Medium Work:** Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for light work.
4. ___ **Heavy Work:** Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force constantly to move objects. Physical demand requirements are in excess of those for medium work.
5. ___ **Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for heavy work.

Frequency: Place an “X” in each box that is appropriate to the job. Follow other instructions as written.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0% or Never on Shift	1-33% of Shift				34-66% of Shift				67 -100% of Shift			
Physical	N	O	F	C	Physical	N	O	F	C			
What is moved + weight and distance					Grasping		X					
Computers, printers and binders	X				Twisting		X					
Describe movement: lift, push, pull lower, carry		X			Repeat Motion			X				
Standing		X			Driving Automotive Equipment				X			
Walking		X			Fingering/Handling			X				
Sitting			X		Feeling		X					
Bending/Stooping		X			Visual Acuity: near			X				
Kneeling/Duration		X			Visual Acuity: far			X				
Squatting		X			Depth Perception			X				
Climbing/Height	X				Color Discrimination			X				
Balancing	X				Peripheral Vision			X				
Crawling/Distance	X				Talking			X				
Reaching above shoulder		X			Hearing			X				
Reaching at or below shoulder		X			Running	X						
Physical Surroundings	N	O	F	C	Other	N	O	F	C			
Cold (50 degrees F or less)		X			Environmental Conditions	N	O	F	C			
Heat (90 degrees F or more)		X			Chemicals	X						
Dampness		X			Gases and Fumes	X						
Inside Work				X	Dust		X					
Outside Work		X			Radiation	X						
Unprotected Heights	X				Other:							
Around Moving Machinery		X			Vibration	X						
					Extreme Noise	X						

Mental Requirements: Place an “X” by all descriptions that apply to this job.

1. X Exposed to stressful situations. Explanation: Demanding customers, visitors and constituents.
2. X Must be able to concentrate on work tasks amidst distraction. Explanation: Distractions from telephone, customers and co-workers.
3. X Must exert self-control. Explanation: Customers and co-workers may be difficult to deal with. There is an expectation of providing good customer service in difficult situations.