

Central Texas Rural Transit District
Job Description
Job Title: Driver

Exempt (Y/N): No
Salary Level:
Location:

Division: CTRTD
Department: Operations
Supervisor: Operations Manager or
Mobility & Transit Manager

Employee Name:
Prepared by: Assistant General Manager

Date: 06/8/17
Approved by: General Manager

SUMMARY: Drives vehicles to provide, on demand, rural public transportation services to the general public and medical transportation services to residents of Brown, Callahan, Coleman, Comanche, Eastland, Erath, Nolan, Runnels, Rural Taylor, Shackelford, and Stephens Counties. Services are provided for in county, out of county, and as approved by Medical Transportation to out of area Cities. Public Transportation services are provided between 7:30 a.m. and 5:30 p.m. Monday through Friday and Medical Transportation services are available Monday through Saturday with appointments as early as 5:30 a.m. and as late as 7:00 p.m. Medical Transportation services are also provided on Holidays and Sunday as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Drive vehicles to provide demand response curb to curb transportation to the residents of its service area with door to door service available for elderly and disabled passengers upon request and determination of need.

Enter and exit vehicles at each stop to assist or offer assistance to customers.

Operate vehicle in a safe manner at all times.

Perform daily safety inspections to ensure that vehicles are in good operating conditions at all times.

Reports problems found during daily safety inspection or that occur during operation of vehicle to supervisor.

Submits purchase requisition for needed repairs on agency vehicles.

Report to assigned work location to obtain daily manifest and other correspondence from Administrative office.

Abide by daily schedule.

Ensure timely submission of all required agency paperwork including but not limited to: weekly fare collection report, driver daily manifest, time sheets, request for leave, overtime request, purchase requisition, incident and accident report forms, and fuel receipts.

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Maintains petty cash fund (if applicable) and ensures that all receipts are logged and cash on hand and balance spent equals. Submit petty cash report to Administrative office for reimbursement on consistent basis.

Maneuver and Secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. (Failure to properly secure will result in termination)

Maintain two way radio or cell phone communication with dispatchers in order for daily activities to be logged at administrative office.

Clean interior of vehicle on daily basis and wash exterior of vehicle at minimum of one time per week (more frequent if required due to weather).

Coordinate daily schedule with other drivers to ensure that customers are picked up and transported in timely manner and reports problems to Dispatch and/or appropriate Supervisor.

Abide by all policies and procedures of agency and funding sources.

Sell prepaid fare passes, issue receipt, and submit copy of receipt to Administrative office.

Notify Dispatch of all schedule changes including no shows, added trips, and cancellations on daily basis.

Maintain a professional and business like appearance at all times including good personal hygiene and grooming standards that result in a clean, neat, and professional appearance.

Deal with public on a daily basis, in a professional manner.

Drive during inclement weather as required.

Participate in orientation and on-going trainings which occur on quarterly basis.

Complies with Federal, State, and local laws and regulations.

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Comply with agency policies, procedures and regulations found in Employee handbook.
(Failure to abide by policies and procedures will lead to termination)

Report to work in timely manner to ensure that daily schedule is completed. Promptly reports to supervisor if unable to report to work so another driver may be assigned to cover trips.

Reports directly to the Mobility & Transit Manager, Operations Manager, or General Manager.

Attend training/travel as required.

THIS FORM REFLECTS THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE ESSENTIAL FUNCTION OF THE JOB IDENTIFIED AND SHALL NOT BE CONSIDERED AS A DETAILED DESCRIPTION OF ALL THE WORK REQUIREMENTS THAT MAY BE INHERITED IN THE JOB. INTRODUCTORY PERIOD IS 180 DAYS.

Failure to comply with Personnel Policies, job responsibilities, and functions can result in disciplinary actions and termination.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform the essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

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Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Drivers License

Defensive Driving Course

*Commercial Driver's License (with passenger endorsement) - requirement contingent on vehicle type/capacity in area of driver assignment

CPR Certificate

First Aid Certificate

Physical

OTHER SKILLS AND ABILITIES:

Ability to operate fax machine and two way radio.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is required to walk; climb or balance; and stoop, kneel, and crouch.

The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to deal with varying work environments. While performing the duties of this job, the employee regularly works in outside weather conditions. The noise level in the work environment is usually moderate.

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**Review, Sign, and Return Job Description
with Application**

Applicant/Employee Acknowledgement

I have read, understand, and agree to perform the duties as outlined in this position description.

Applicant/Employee Signature

Date

Supervisor's Signature

Date