

# REGIONAL PUBLIC TRANSPORTATION INC

Job Description



Job Title	Transit Driver
Location	Moscow, Idaho
Level/Grade	1
Reports to	Office Manager

Employment status:	Type of position:	DOT Safety-Sensitive:
<input type="checkbox"/> Full-time (30+ hours per week)	<input type="checkbox"/> Salary, exempt	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Part-time (Less than 30 hours per week)	<input checked="" type="checkbox"/> Hourly, nonexempt	<input type="checkbox"/> No

## GENERAL DESCRIPTION

Under the direct supervision of the Executive Director, operate paratransit and/or fixed route vehicles throughout RPT's service area and assist passengers as needed. Responsible for following pre-assigned manifest in a safe and timely manner.

## ESSENTIAL JOB FUNCTIONS

- Provide high quality customer service and safely operate transit vehicles according to a pre-scheduled manifest and/or route while observing all traffic and safety regulations. Provide appropriate assistance to all riders having diverse backgrounds, including assistance with boarding and alighting the vehicle; operate mobility device lifts and secure mobility devices according to the manufacturers' instructions; provide door-to-door assistance as appropriate; call out all required bus stops; and maintain a professional, courteous, cooperative demeanor with riders, facility representatives and the public under all circumstances.
- Conduct daily vehicle inspection and complete inspection forms. Perform minor vehicle maintenance, including maintaining appropriate levels of fuel, oil, other fluids, and tire air pressure. Report vehicle defects, as appropriate. Fuel vehicles as needed. Clean interior of vehicles on a daily basis. Wash exterior of vehicles as needed.
- Record accurately and completely required information on the manifest, which may be paper or on a mobile device.
- Receive, record and safeguard all fares and donations from riders.
- Communicate delays, detours and other service or passenger disruptions to the Dispatcher or Executive Director as appropriate for resolution. Respond to direction from the Dispatcher. Follow agency emergency procedures. Report accidents and incidents *immediately* to the Dispatcher and request emergency and/or on-site assistance, as appropriate. Follow the Dispatcher's instructions. Provide assistance to passengers to ensure their safety. Provide assistance to law enforcement and medical personnel as required. Complete required reports.
- Utilize two-way radio in accordance with the Federal Communications Commission's rules and RPT's protocols.
- Monitor on-duty and driving hours to prevent the accrual of overtime and Hours of Service violations. Complete required driver logs when necessary.
- Participate in the analysis of service patterns and levels. Recommend improvements in operations, routing, scheduling, and methods to increase service performance, quality, efficiency and effectiveness.
- Consequences of error are significant and may result in loss of life, injury, financial liability, property loss, or a threat to public health and welfare.
- Perform other duties as assigned.

Job Title	Transit Driver
<b>KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Must be twenty-one (21) years of age.</li> <li>• Minimum of five (5) years licensed driving experience. Two (2) years driving in a commercial setting desired.</li> <li>• No moving violations or at-fault accidents in the past three (3) years. No serious driving violations.</li> <li>• Ability to safely operate vehicles under a variety of pressures, such as adverse weather conditions and various distractions.</li> <li>• Ability to learn the service area, read a map and navigate based on information contained on the manifest. Demonstrated knowledge of Latah County desirable.</li> <li>• Ability to interact with colleagues and members of the public respectfully at all times. Tactful, patient, professional and courteous interpersonal skills; effective oral and written communication skills; and the ability to work with discretion.</li> <li>• Basic reading, writing, math and recordkeeping abilities. Ability to comprehend, and make adjustments when necessary to, a pre-assigned manifest.</li> <li>• Successful completion of a criminal history check; a felony or misdemeanor conviction may disqualify an applicant.</li> <li>• Pass a pre-employment drug test and ongoing drug and alcohol testing is required.</li> <li>• Ability to lift up to 50 lbs.</li> <li>• High school diploma or GED.</li> </ul>	
<b>LICENSES AND CERTIFICATIONS</b>	
<ul style="list-style-type: none"> <li>• Valid Class C Commercial Driver’s License (CDL) with Passenger Endorsement</li> <li>• Current Department of Transportation (DOT) Medical Examiner’s Certificate</li> <li>• Passenger Assistance Safety and Service (Training arranged by RPT)</li> <li>• Cardio-Pulmonary Resuscitation and First Aid (Training arranged by RPT)</li> <li>• Defensive Driving (Training arranged by RPT)</li> </ul>	
<b>WORKING CONDITIONS</b>	
<ul style="list-style-type: none"> <li>• Environmental Factors—Duties are primarily performed outdoors, in the field under varied weather conditions, with exposure to traffic, mechanical, or other vehicle hazards. Infrequent exposure to potentially infectious bodily fluids. Required PPE (personal protective equipment) includes gloves and biohazard spill cleanup kits.</li> </ul> <p>Physical Factors—Frequent moderate physical effort is required to perform job functions, including sitting, standing, walking, balancing, lifting, bending/stooping, kneeling, climbing into and out of transit vehicles or facilities, and providing assistance to passengers. Requires the ability to maneuver a mobility device with a passenger at weights up to 800 pounds in and out of transit vehicles, facilities, and passenger loading areas with uneven or snowy/icy terrain.</p> <p>Manual dexterity required to engage wheelchair securement systems and ensure the secure attachment of the mobility devices to the floor of the vehicle.</p> <p>Infrequently, mobility devices may need to be maneuvered up and down curbs and/or up to <b>two</b> steps. May need to provide temporary support and stabilization of a rider who has lost his/her balance or who needs assistance arising from a seat. May need to evacuate incapacitated passengers by lifting/pulling individuals in an emergency.</p> <ul style="list-style-type: none"> <li>• Work Situation Factors—Variable work hours. May include extended hours, overtime, and emergency fill in. Constant contact with customers. Represents RPT to the community and public in a positive and professional manner.</li> </ul>	

I attest that I have read and agree to this job description. I have discussed any questions I may have had prior to signing.

\_\_\_\_\_  
Employee’s Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Signature