# **Public Transportation Driver**

EEO Category: 8 – Operative  
Pay Grade: 10 – Classification Plan

***POSITION SUMMARY***

This is a nonexempt position under FLSA. Position is responsible for operating a vehicle transporting seniors and other authorized personnel safely and efficiently over specified routes to and from the Senior Center, other county locations and various activities. Position conducts pre-trip inspections; observes safety regulations and policies; enforces discipline and safety on the bus; and performs related work.

**STATEMENT OF ESSENTIAL JOB DUTIES**

* Ensures that the bus can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws to include observing visual defects and checking operating systems to include brakes, horn, lights, emergency flashers, extended stop arms, and door opening devices.
* Operates the vehicle safely over an assigned route
* Keeps assigned time schedules
* Obeys all traffic laws and transportation practices
* Observes all mandatory safety regulations for vehicles and keeps all emergency exits clear of obstruction
* Secures wheelchairs, walkers and other restraining devices as needed
* Reports all accidents immediately, requesting police or ambulance services as needed; assists injured persons until services arrive; and completes required accident reports
* Notifies the proper authority in cases of mechanical failure, safety deficiencies, when off schedule, or other incidents
* Regulates heating, cooling and ventilating equipment provided for the comfort of the passengers
* Maintains a current driver’s license as required by the State and maintains Red Cross first aid/CPR certification
* Keeps vehicle clean
* Performs any other related duties as assigned by the Senior Manager of Aging Services or other appropriate administrator.

**EDUCATION/SKILLS/EXPERIENCE**

* Must possess a high school diploma or GED.
* Must possess a valid driver’s license
* Must possess basic first aid and CPR certification or be certified within 6 months of hire.
* Must have an excellent driving record in compliance with division standards and excellent driving skills.
* Must have the ability to accurately learn local streets and road system.

**WORKING CONDITIONS:** While performing the duties, the employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving and traffic. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle or feel; use foot controls to drive, reach with hands and arms; climb; bend, stoop and kneel; and talk or hear. The employee must be physically able to perform and demonstrate emergency evacuation procedures. This includes the pushing and pulling of up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision and peripheral vision.