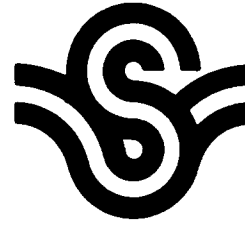


Position: Full-Time Driver

Reports To: Transit Manager

Group/Department: Transportation/Shelby Public Transit

Work Location: Transit Building



City of Sidney

Position Summary:

This position is responsible for the safe transport of passengers, the safe and efficient operation of transit vehicles and serving as back-up to the Scheduler and Dispatcher positions. Driver is a full-time employee and reports directly to the Transit Manager.

Job Responsibilities:

- Assure vehicle is operational by doing pre-trip inspections before each shift and reporting mechanical problems or damage as they occur;
- Run routes efficiently and on-time;
- Refuel vehicle at end of each shift;
- Maintain cleanliness of interior and exterior of vehicle, which includes, but is not limited to, cleaning out all trash, sweeping or mopping, and cleaning rear window and entry door windows as needed;
- Load/unload wheel-chaired passengers using lift or ramp; secure wheelchair using approved securement procedures;
- Assist passengers to board/disembark when needed or requested;
- Assist passengers to and from the door when needed or requested;
- Be tolerant and patient with passengers, display sensitivity to passengers with special needs;
- Safe operation of transit vehicles, using the most efficient route to pick up and deliver clients, while observing all Ohio traffic laws;
- Follow departmental policies and procedures;
- Comprehension of state and federal regulations as related to public transit;
- Promptly report any field problems such as breakdowns, delays, passenger problems, traffic situations, etc. to dispatch;
- Report all accidents or incidents immediately to dispatch and see supervisor before leaving at the end of the shift;
- Communicate with dispatch in a clear, professional and courteous manner when using the radio or cell phone;
- Enter accurate pick up and drop off times and mileage on the tablet; follow directions for trips; get required signatures for contract clients;
- Record fares, charges, and token sales legibly on checkout sheet;
- Reconcile receipts with administrative staff at end of shift;
- Possess physical ability to assist passengers - which includes lifting, pulling, pushing, bending and kneeling; can include maneuvering wheelchair over uneven terrain;
- Possess the stamina to climb in and out of vehicle repeatedly during the shift;
- Work in adverse weather conditions;

Page 2 – Job Responsibilities

- Efficient use of scheduling software;
- Daily coverage of scheduler/dispatcher duties during lunch hour;
- Cover scheduler/dispatcher hours as needed;
- Assist with building and vehicle cleaning;
- Attend training as needed to perform job duties;
- Attend all required safety and operation meetings;
- Assume any other duty as assigned.

Major Challenges:

- Meeting service and operation demands within time constraints;
- Using sound judgment under stressful situations;
- Assuring safe and efficient daily transit operation while meeting City, State & Federal requirements;
- Adapting to changes in schedules;
- Working with clientele who may be demanding, angry, offensive or argumentative.

Other requirements:

- Live in Shelby County or an adjacent county within one year of hire;
- Display excellent customer service skills;
- Demonstrate sound organizational skills;
- Clear and concise verbal communication skills;
- Understand written and oral instructions;
- Ability to interact with co-workers in cooperative manner;
- Have working home (or cell) phone;
- Basic math skills, including counting money accurately;
- Ability to use computer, learn scheduling software and scheduling and dispatcher duties;

Requirements Before Offer of Employment Can Be Made:

- BMV verification of a current valid Ohio Driver's License for at least two years with fewer than six points;
- Negative results from Department of Transportation (DOT) pre-employment drug test;
- Negative results from Ohio Department of Aging (ODA) required non-DOT pre-employment breath alcohol test;
- Clean Bureau of Criminal Identification and Investigation (BCII) Criminal Background Check;
- If applicant has not resided in Ohio for the last five years, a clean BCII - FBI Criminal Background Check is required by the Ohio Administrative Code 173-9-04.(C)(1);
- Pass driver physical.

New Driver Training Requirements:

Required prior to providing the first service:

- Sixty (60) minutes of DOT Drug & Alcohol Testing regulations and testing procedures;
- Sixty (60) minutes of Bloodborne Pathogen policy and biohazard clean-up procedures;

Page 3 – New Driver Training Requirements

- Acceptance or refusal of Hepatitis B vaccination series – if declined, declination statement must be signed (acceptance can be made at any time after the date of hire);
- DRIVE: Passenger Assistance and Sensitivity Training (includes four-point wheelchair securement procedures and passenger transfer techniques);
- Pre-trip inspections;
- SPT Policy and Procedure Manual;
- Customer service policy;
- Complete ODA approved First Aid/CPR/AED training course;
- Read and sign the PASSPORT Code of Ethics (see “Code of Ethics” for more detail);
- ADA compliance;
- Client confidentiality/HIPAA requirements;
- Proper completion of timesheets;
- Tablet, radio and push-to-talk phone operation and procedures;
- Completion of at least four days of on-the-road training with the transit driver trainer.
 - Day One – ride and observe driver trainer; driver trainer to review daily operation with new hire;
 - Day Two – ride and observe driver trainer; begin using radio; complete a duplicate driver’s manifest and enter trip data in tablet;
 - Day Three – drive under supervision of driver trainer;
 - Day Four – drive under supervision of driver trainer;
 - Day Five – check ride conducted by operations supervisor.
 - The driver will not be scheduled to transport passengers until approved by the operations supervisor. Additional training time will be provided to the new driver if needed or requested.

Required Within Six Months of Hire:

- National Safety Council Defensive Driving Course – 8 hours;
- NIMS