

NEICAC Job Description

Job Title: Transit Driver (Class D Chauffeurs, Class C & Class B)
Department: Northeast Iowa Community Action Corporation Transit Program
Reports To: Transit Director
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: 5/2001 – Updates 09/2009, 01/2014, 02/2016, 06/2016, 04/2018, 1/2020
Approved By: Board of Directors
Approved Date: 1/2020

SUMMARY

Operate Transit vehicles for scheduled services as assigned. Provide safe transportation to all passengers with a focus on providing the highest level of customer service possible within the guidelines of the Transit program. This position must perform regular duties at the assigned worksite.

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

AGENCY RELATED

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency-wide trainings
- Must travel within service area and occasionally out of service area
- Ability to be tactful and diplomatic in stressful situations
- Display high standards of ethical conduct and exhibit honesty and integrity
- Establish a collaborative and communicative relationship with fellow staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily or scheduled attendance is essential

PROGRAM SPECIFIC

- Operate vehicle in a safe and efficient manner at all times
- Pick up and drop off passengers as assigned, giving assistance as needed following Transit policy. Assist disabled passengers into and out of vehicle
- Secure passengers' wheelchairs or mobility aid to restraining devices to stabilize them during the trip
- Follow curb to curb or door-to-door policy as trained
- Be available for extra assignments made at the Transit office discretion
- Responsible for proper care of vehicle to include but not limited to keeping vehicle appearance on inside and outside to agency standards, fueling properly, and reporting accidents, theft or damage immediately to the Transit Program
- Accurately handle monetary fares and tickets following NEICAC fiscal procedures
- Interact with and utilize an in-vehicle computer
- Perform daily vehicle pre and post-trip inspection following provided checklist; follow agency procedure when detecting and reporting repair and maintenance needs.
- Obey all local, state, and federal motor vehicle regulations
- Maintain contact with Transit Office through proper use of cell phone, in-vehicle computer, and/or land line phone
- Report all incidents and accidents to Transit office immediately

- Complete and submit all required Transit paperwork to Transit office within specified timeframes
- Must be able to communicate accurately and professionally with clients and other employees
- Must be able to relate in a courteous and professional manner to families and agencies requesting Transit serves

Those who are assigned as *Class B Drivers* must drive a larger bus and will be required to operate manual transmission vehicles

SUPERVISORY RESPONSIBILITIES

N/A

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each 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.

Drivers must be available to work early mornings, later evenings, and occasional weekends/holidays and be adaptable to a variable work schedule.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) preferred. Computer, cell phone and driving large vehicles experience desirable.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, interpret documents such as safety rules, operating and maintenance instructions and procedures manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

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 common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain and maintain all required Transit training and certifications. Must have a good driving record and remain insurable by NEICAC's insurance carrier and carry NEICAC levels of automobile insurance. Must satisfactorily complete a Criminal Records Check.

Class D Chauffeurs – Must have or be able to obtain a Class D Chauffeurs license

Class C Drivers - Must have or be able to obtain CDL (Commercial Driver License) Class C with Passenger Endorsement.

Class B Drivers - Must have or be able to obtain CDL (Commercial Driver License) Class B with Air Brakes and Passenger Endorsement

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, reach with hands and arms, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or carry up to 30 pounds and occasionally lift and/or carry up to 50 pounds. The employee must also frequently move and maintain control of wheelchairs of 300+ pounds both pushing upward and/or restraining downward on inclines. After job offer is made, a pre-employment work screen is required.

Employee will be subject to Pre-Employment drug screening and random drug screening for drug and alcohol as required by FTA (Federal Transit Administration) regulations.

Effective January 1, 1996 must test clean on drug and alcohol tests and remain clean throughout employment with Northeast Iowa Community Action Corporation Transit Program.

Employee must pass a DOT physical examination every one or two years and carry on his/her person a Medical Examiners Card signed by NEICAC directed health care provider at all times while driving a Transit vehicle. Responsible for keeping DOT physical and driver's license current. Applicant will be asked to release driving record to NEICAC.

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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the principal accountabilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature _____ Date _____
Employee

Print Name _____