

City of Hazen

Job Title: Transit Driver (Part-time, non-exempt)

Reports to: Transit Director and/or City Auditor

RESPONSIBILITIES/DUTIES:

1. Keep daily transit log and prepare required reports for computer input. Record all charged rides in computer database.
2. Answer transportation phone line(s).
3. Schedule daily Dial-A-Ride calls, prepare daily sheets and relay messages to other drivers.
4. Make changes on contracted schedules per directives from contracting services.
5. Attend driver meetings.
6. Keep accurate and up-to-date records on each vehicle.
7. Obtain approval from city for all purchases/expenditures.
8. Maintain bus facilities and keep them clean
9. Pick-up and deliver clients in a timely manner as specified by the schedule(s).
10. Assist clients as needed. Secure wheelchairs and similar devices properly.
11. Perform other duties as requested and be willing to assist other drivers when requested.
12. Complete all required paperwork.
13. Keep transit vehicles clean
14. Other duties as assigned.

QUALIFICATIONS:

1. Must be willing to obtain Class C driver's license with passenger endorsement within six (6) weeks of employment.
2. Must possess a clean driving record.
3. Must have a pleasant personality and patient disposition for dealing with elderly, mobility impaired and public clients.
4. Good communication and telephone skills
5. Knowledge of, or ability to, learn computer skills.
6. The employee must occasionally lift and/or move up to twenty-five (25) pounds.
7. Position is defined as safety sensitive and is subject to random substance testing.