

CLASSIFICATION: TRANSIT DRIVER
DEPARTMENT: TRANSPORTATION
POSITION: NON-EXEMPT, SAFETY SENSITIVE

CLASSIFICATION SUMMARY

Under the direction of the general manager, transit supervisor, and general direction of scheduling/dispatching personnel, a Transit Driver drives transit vehicles as assigned. A driver will operate medium duty or small buses in deviated-fixed route, dial-a-ride and paratransit operating environments. Drivers will collect fares, provide information, and will provide assistance to customers in a compassionate manner that ensures they experience safe, reliable, and high quality transportation services.

ESSENTIAL DUTIES

Transportation Operations:

1. Operates medium duty, small and paratransit buses in a professional manner that ensures all passengers experience a safe and comfortable ride.
2. Operates medium duty and small buses safely along defined deviated fixed routes within the timeframe of an assigned route's printed timetable.
3. Operates paratransit buses within specific service areas, providing dial-a-ride curb-to-curb transportation service.
4. Interacts with senior citizens, disabled residents, and the general public in a manner that demonstrates compassion and commitment to their specific needs.
5. Maintains a comprehensive knowledge of all TCTD operations policies and procedures.
6. Responds to passenger requests for information about all Tillamook County Transportation District "Wave" services in a professional manner.
7. Assists, in a safe and professional manner, disabled or senior citizen passengers in boarding and disembarking from vehicles, including safe securement of passengers in mobility devices.
8. Records and submits passenger statistical data, odometer mileage, travel time, fares, and pass sales transactions on authorized District forms in a concise and legible appearance.
9. Calculates and collects correct fares and sales of any passes.
10. Conducts thorough pre and post-trip vehicle inspections; accurately recording any findings on a TCTD authorized Pre/Post Trip Vehicle Inspection Form in a concise and legible appearance.

11. Reports all physical damage, malfunctions, and suspected mechanical problems to maintenance personnel on a TCTD authorized Maintenance Request Form in a concise and legible appearance.
12. Fuels and sweeps vehicles as needed in accordance with established procedures.
13. Prepares accident and incident reports in an accurate and legible manner on appropriate forms, and interview passengers or witnesses to obtain needed information.
14. Operates a two-way radio, using proper radio communication procedures that are in compliance with TCTD and Federal Communications Commission standards.
15. Reports to work on time and wearing proper attire.
16. Performs other related duties as assigned.

Safety and Security:

1. Promptly reports all vehicle safety hazards to the operations manager, supervisors, and maintenance personnel.
2. Reports all safety hazards and TCTD Employee Manual & Personnel Policies violations promptly to the general manager or transit supervisor.
3. Promptly completes accident investigations and report all findings to the general manager, transit supervisor and/or scheduling/dispatching personnel.
4. Assists by maintaining security of vehicles, fares, vaults, passes, gas cards.
5. Assists by inspecting physical facilities such as designated bus stops for cleanliness, safety, appearance and either fix or report to maintenance personnel.
6. If assigned, attends and participates in TCTD safety meetings.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Knowledge of Oregon State Police (OSP) and Oregon Department of Motor Vehicles (DMV) regulations governing the safety and operation of public transit vehicles.
2. Ability to read maps and knowledge of geographical service area(s), fare policies, and operational procedures.
3. Ability to interact with the general public using courtesy, tact, and good judgment and ability to maintain a calm, diplomatic and tactful attitude in dealing with difficult passengers and situations.
4. Ability to effectively react to emergencies by following established procedures while remaining calm and self-assured.
5. Ability to cooperatively work with others; be respectful of co-workers, promote teamwork work constructively with supervisors, dispatchers, and other drivers.

6. Knowledge of proper two-way radio etiquette, and effectively communicates with supervisors, dispatchers, and other drivers.
7. Ability to interpret oral and written communications and accurately and legibly complete reports in English.
8. Knowledge of TCTD Operating Policies and Procedures and implement them in a calm and professional manner.
9. Knowledge of basic vehicle maintenance routines, and the ability to detect and report obvious or suspected mechanical problems on the vehicle(s).
10. Ability to perform addition and subtraction, calculate correct fares, and calculate correct change when selling passes.

QUALIFICATIONS

1. Be at least 21 years of age; possess a valid Oregon Driver License with a verifiable three (3) year driving record with no more than:
 - a. One (1) INTERMEDIATE violation
 - b. Three (3) MINOR violations
 - c. One (1) NEGLIGENT accident and one (1) MINOR violation
2. Must pass a comprehensive Oregon State Police background check that includes no MAJOR traffic violations for ten (10) years such as:
 - a. Driving while suspended
 - b. Hit and run or failure to perform duties at the scene of an accident
 - c. Reckless driving or driving under the influence
 - d. Eluding an officer
 - e. Speed racing
 - f. Open container
 - g. Unauthorized use of an auto
 - h. Involuntary manslaughter
 - i. Altered driver's license
 - j. Uninsured driving violation
3. Comply with the Federal Transit Administration (FTA) Drug & Alcohol Testing pre-employment drug screen
4. Possession of an Oregon Class B or C Commercial Drivers License (CDL) with required endorsements and any other licenses
5. Strong oral communication skills
6. Minimum two years of successful customer service experience
7. High school diploma, GED or equivalent

REQUIRED PHYSICAL ABILITIES

1. Must be able to obtain, possess, and maintain a medical examiners certificate as defined by 49 CFR 391, Subpart E every 2-years or as indicated by a medical doctor or the DMV. And, if necessary successfully complete an authorized TCTD Physical Performance Evaluation.
2. Ability to sit without discomfort for prolonged periods of time on a variety of driver's seats in different models of buses, and fit behind the steering wheel with 3 inches of clearance between abdomen and steering wheel.
3. Turn head up to 180 degrees in either direction on a regular and frequent basis.
4. Walk to enter and exit the vehicle while carrying up to 50 lbs
5. Ability to bend, crouch, and/or kneel and balance while simultaneously manipulating and fastening wheel chair tie-down and retractor straps.
6. Must be able to safely wear TCTD authorized uniforms

**ACKNOWLEDGEMENT OF EMPLOYER'S
TRANSIT DRIVER JOB DESCRIPTION**

I, _____, the undersigned, hereby acknowledge that I have received a copy of the TCTD Transit Driver job description. I understand this job description, as amended, and has been duly adopted by the governing board of the Tillamook County Transportation District.

I further understand that receipt of this policy constitutes a legal notification of the contents, and that it is my responsibility to become familiar with and adhere to all provisions contained therein. I will seek and get clarifications for any questions from the employer contact person listed in the policy. I also understand that compliance with all provisions contained in the policy is a condition of my employment.

I further understand that the information contained in the approved policy dated July 2, 2013 is subject to change, and that any such changes, or addendum, shall be disseminated to me in a manner consistent with corporate policy.

Signature of Employee

Date

Instructor Signature

Date