

MEDINA COUNTY COMMISSIONERS

Job Description

Driver

Transit



SUMMARY

Under direction of the Operations Supervisor, operates a passenger/paratransit bus on deviated fixed route and/or demand response basis. Transports, assists, and escorts passengers to and/or from their homes and other designated locations. Maintains scheduled route and trips as directed by dispatcher; Maintains records, logs, and reports including but not limited to arrival and departure times for each pick-up and drop-off, identifying passenger cancellations and no shows, fare collection records, vehicle inspection reports, mileage logs; May operate wheelchair lift and tie downs. Ensures safety of bus and passengers by enforcing rules of conduct and operation; Adheres to check-in and check-out times as scheduled; Performs pre-and post-trip vehicle inspections to identify damaged or defective equipment and performs minor maintenance; Enters all trip data on manifest as trips are performed; Completes daily report forms; Cleans vehicle.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Operates passenger/paratransit bus on a deviated fixed route or demand-response basis; Receives daily driving assignments and schedules and modifies routes as directed by dispatcher based on passenger cancellations, transfers, no shows, or other changes caused by changing service needs; Picks up and discharges passengers and collects fares; Maintains communication with dispatcher using 2-way radio related to assigned routes/schedules; Maintains scheduled route and trips as directed by dispatcher; Promotes a positive image of Medina County & Medina County Public Transit (MCPT) by fostering positive public relations; Provides passengers with schedule and route information; Assists passengers needing help boarding and departing vehicle. Ensures bus and passenger safety by enforcing rules of conduct and operation; Adheres to check-in and check-out times as scheduled; Assists with other routes when breakdowns or other unusual circumstances occur as assigned;
- II. Transports, assists, and escorts passengers to and/or from their homes and other designated locations in accordance with assistance requirements; Operates passenger lift device when necessary to board and deboard passengers; Ensures wheelchair brakes are locked while lift is in motion, positioning wheelchairs in vehicle, and securing them to vehicle; Ensures seat/shoulder belts and/or wheelchair lap belts are properly fastened;
- III. Enters all trip data on manifest as trips are performed; Maintains records, logs, and reports including but not limited to arrival and departure times for each pick-up and drop-off, identifying passenger cancellations and no shows, fare collection records, vehicle inspection reports, mileage logs; Performs pre-and post-trip vehicle inspections to identify damaged or defective equipment; keeps alert for mechanical or other equipment problems requiring attention; performs minor maintenance to vehicle en route; reports accidents and equipment malfunctions to proper authority. Completes daily report forms which record mileage, passengers, mechanical defects, and necessary supplies, etc; Cleans interior and exterior of vehicle. Performs work safely in accordance with departmental safety procedures, County safety program and Department of Transportation standards (DOT).

Class #: 54442C Class Title: Vehicle Operator 2 Position Control #: _____ .0 Normal Working Hrs: As Scheduled
County of Employment: Medina Working Title: Driver Pos # & Title of Supervisor: 54445C - Vehicle Operations Supervisor

- IV. Checks bus for lost items and reports same, turns in lost articles. Reports unusual, unsafe or emergency situations such as stranded motorist, drunk drivers, hazardous road conditions etc. Participates in informational and training meetings. Provides input to safety committee. Provides feedback concerning operating policies and procedures. Attends meetings, programs, and in-service training as assigned; Maintains current required licenses and certificates;
- V. Performs general department duties as assigned.

Class Title/Position Number of Position(s) Supervised:

None

Department Director: _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Operation of passenger/paratransit vehicle; (2) Driver/vehicle health & safety regulations; (3) Basic mathematics; (4) Traffic laws rules involved in operating a passenger bus; (5) Street names & locations*; (6) Principal causes of bus malfunctions & appropriate preventive measures; (7) Medina County policies & procedures*; (8) Medina County's Transit routes & schedules*; (9) First Aide/CPR* 	<ul style="list-style-type: none"> Operates passenger bus on a deviated fixed route or demand-response basis; Maintains scheduled route; Geography of County; Ensures safety of bus & passengers while on route Enforces rules of conduct & operation; Performs minor vehicle maintenance en route; Provides passengers with schedule and route information; Escorts passengers in accordance with assistance requirements
Skills:	<ul style="list-style-type: none"> (10) Effectively communicate in English, both orally & in writing; (11) Deal with public in a courteous & tactful manner; (12) Establish & maintain effective working relationships; (13) Exercise good judgment & problem-solving skills; (14) Handle diverse work problems on daily basis; (15) Interact with people in a culturally diverse environment; (16) Remain calm in adverse weather conditions, crowded traffic conditions, & when dealing with irate or disorderly passengers; (17) Work independently with minimal supervision, as well as work within a team environment; (18) Administer First Aide/CPR; 	<ul style="list-style-type: none"> Operate passenger/paratransit bus on a fixed route or demand-response basis; Picks up & discharge passengers, collects fare; Modifies route as directed by dispatcher; Maintains communication with dispatcher using 2-way radio; Promotes positive image of Medina County & Medina County Public Transit (MCPT) by fostering positive public relations; Operates wheelchair lift; Escorts passengers in accordance with assistance requirements; Enters all trip data on manifest as trips are performed; Ensures passenger safety;
Ability:	<ul style="list-style-type: none"> (19) Set priorities & work schedule, yet adjust to changes necessitated by last minute assignments & deadline requests that may prove stressful; (20) Operate assigned equipment in a safe manner; (21) Adhere to time schedules; (22) Understand & follow oral & written instructions spoken or written in English; (23) Establish/maintain effective working relationships; (24) Communicate clearly & concisely, both orally in writing; (25) Demonstrate self-motivation, service to the public, & willingness to do a good job ; (26) Complete accurate & timely written reports; (27) Seek clarification, ask questions when uncertain of expectations; (28) Work odd hours on various days of the week, including holidays; (29) Read, write & make basic arithmetic calculations; (30) Maintain records of fares received & complete end-of-route reports; (31) Administer first aide/CPR; 	<ul style="list-style-type: none"> Ensures passenger/bus safety; Operates passenger/paratransit bus on a fixed route or demand-response basis; Picks up & discharge s passengers & collects fares; Operates passenger lift device when necessary to board & deboard passengers; Maintains communication with dispatcher using 2-way radio ; Works varying hours including early morning, late evening, & on weekend; Assists passengers needing help boarding & departing vehicle; Enter all trip data on manifest; Performs pre-& post-trip vehicle inspections; Performs minor vehicle maintenance en route; Cleans interior & exterior of vehicle; Provides passengers with schedule and route information;

*Learned after employment

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIRMENTS

- 1) High school diploma or GED.
- 2) Three (3) years of verifiable driving experience and one (1) year of experience dealing with the general public or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.
- 3) Valid Ohio driver's license; ability to obtain Commercial Driver's License (Class C) with passenger endorsement or ability to obtain within one month of appointment and proof of adequate vehicle insurance.
- 4) No record of more than two total moving violations and/or accidents within the last three years.
- 5) No record of operating a vehicle while under the influence (OWI).
- 6) No serious accidents within the last five years.
- 7) No record of operating a vehicle while under the influence.
- 8) No record of revoked or suspended driver's license in last five years.
- 9) No record of hit and run accidents.
- 10) Meet DOT standards for Transit Drivers required by the USDOT.

COMPETENCIES / ESSENTIAL FUNCTIONS

The 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

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and on a 2-way radio.
- Sufficient visual acuity or other powers of observation, with or without reasonable accommodation, which permits the employee to operate a commercial passenger bus;
- Sufficient visual acuity or other powers of observation, with or without reasonable accommodation comprehend written work instructions and to review, evaluate, and prepare a variety of written documents and text materials.
- Regularly required to stand, walk, use stairs, sit; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a commercial motor vehicle.
- Physical strength and agility sufficient to assist large, elderly and/or disabled individuals to and from a commercial passenger vehicle including utilizing extensive pushing, pulling, bending, stooping and lifting is an essential function of this position.
- Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from the general public.