

Title: Transit Driver
Hours: Up to 40 hours per week
Wage Range: \$17.00 per hour
Supervisor: Transit Coordinator
Exempt Status: Non-Exempt

Job Summary:

Under general supervision, the Transit Driver is responsible for providing safe, reliable and courteous service to the general public. Specifically, the driver will possess the physical and mental ability to operate any Plumas County Transit (PCT) vehicle, in accordance with agency policy and all other applicable state and federal guidelines.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Assist and interact with public in a professional manner
- Performs all pre-trip /post trip bus inspections in accordance with all applicable laws and within the guidelines set forth by the agency
- Reports all unsafe conditions to Transit Coordinator
- Operates assigned routes in accordance with prescribed system timetable and maps of route driving.
- Observes safety as a priority when performing all duties
- Focuses and responds accordingly to the needs of customers
- Maintains a positive attitude and professional image while interacting with customers
- Observes and acts in accordance with all laws regarding the transporting of persons with disabilities (ADA) including proper tie down of wheelchairs in accordance with transit ride check manual
- Directs and assists customers upon request in a friendly manner
- Reports any unusual incidents to Transit Coordinator, the Executive Director or Chief Operating Officer per agency policy
- Ensures assigned vehicle is appropriately fueled and cleaned. Isles free from debris or safety hazards to passengers. Exterior free from excessive buildup of dirt, or other elements vehicle is exposed to
- Perform ridership tracking and record-keeping related to transit ridership, as directed
- Properly maintains driver related documentation in accordance with laws and within the guidelines set forth by the agency. Completes documentation related to vehicle operation and passenger transportation, for example, driver's logs, pre-inspection reports, post trip reports, maintenance reports, vehicle use reports, fare reports, etc.
- Assists in maintaining transit documentation and recordkeeping, as assigned
- Properly accounts for all system funds, i.e. ticket sales, fares received and other monetary transactions involved with operation of a public transit vehicle/system
- Attend transit safety meetings to maintain VTT certification
- Helps maintain a safe working environment for staff and clients
- Other related duties as assigned

Required Skills/Abilities:

- Must be twenty-one (21) years of age or older
- Must possess or be eligible to obtain DMV Medical Certificate (DL51a), Verification of Transit Training certificate, as well as Licensing which includes coverage of Class B vehicles with Passenger Endorsement
- Display proficiency in all aspects of operating PCT fleet vehicles
- Ability to pass a Pre-Employment drug screen and criminal background check in accordance with all applicable laws regarding the nature of the employment

- Must possess a functional knowledge of the demographics of Plumas County
- Ability to effectively communicate in English, both written and verbal
- Good level of proficiency in Internet e-mail
- Ability to pass background clearance

Education and Experience:

- High school diploma or equivalent
- 1 year experience driving passengers preferred

Physical Requirements:

- Push and pull non-ambulatory passengers, i.e. persons in wheelchairs and persons utilizing walkers
- Climb, bend, stoop, twist, crouch and kneel to secure wheelchairs and conduct vehicle inspections
- Sit for extended periods of time
- Fuel and clean fleet vehicles
- Use full range sense of hearing, speech and vision
- Display manual dexterity as applicable to position
- Ability to lift waist height, turn, twist, and transport equipment up to 50 pounds

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.