

CODE: 5540

GRADE: 4

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

JOB TITLE: TRANSIT DRIVER

GENERAL STATEMENT OF JOB

Under general supervision of the Transit Director, the Transit driver is responsible for operating buses in a safe and efficient manner. In addition, the driver is responsible for providing for the safety and well-being of the passengers.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Operate the bus on scheduled route
Pick up patrons on dispatched requests for transportation
Operate the bus on scheduled activities
Respond to medical emergencies and injuries to passengers in a manner consistent with the policies and procedures of the transit Department
Conduct and document a thorough pre-trip inspection of the vehicle prior to operation on a daily basis
Close all windows at end of run
Fuel bus when required
Conduct a post-trip inspection at the end of each shift
Check for damage to the vehicle
Be courteous and respectful
Be responsive to citizen requests
Cost effective use of County resources
Treat all other employees with respect
Promote a positive work environment
Keep self and others informed of work issues and programs by maintaining quality communications
Work to resolve issues of conflicting personalities and needs
Attend Transit Staff Meetings
Wear prescribed uniform
Keep necessary records
Lifting and guiding wheelchair riders
Tie – Down wheelchairs

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

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MINIMUM TRAINING AND EXPERIENCE

High School diploma or G.E.D.6 months of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Must maintain a valid Georgia Driver License have successfully completed required courses and certification such as Commercial Driver's License B and A, National Defensive Driving may be required to possess additional certification(s) as deemed necessary by the County.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of Transit Vehicles. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are those for Very Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of work orders, simple forms, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and function

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately.

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Manual Dexterity: Requires the ability to handle a variety of items, such as control knobs, switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.