

Position Title: Driver/Vehicle Operator

Reports to: Office Manager and Executive Director

Work Schedule: Required to work available schedules as determined by the Executive Director or Office Manager.

- Full time – Hourly position 32-40 hours/week
- Part time – Hourly position up to 30 hours per week
- Seasonal – Hourly position up to 40 hours per week June-August

Description of Position: Interurban Drivers are responsible for transporting passengers in a safe, efficient and courteous manner. They must complete all necessary paperwork, recordkeeping and reports as required by the position for the company.

Essential Functions:

- Maintaining a professional attitude, and courtesy to all persons and co-workers.
- Inspecting the vehicle at the beginning and end of each shift.
- Picking up and delivering passengers to the appropriate destinations.
- Recording all passenger trip and payment information on tablets unless otherwise directed.
- Ensuring that passengers deposit the correct fare into the fare box.
- Ability to relate to and assist passengers that are elderly and/or have a disability on and off the vehicle which includes using the hydraulic lift.
- Keeping the vehicle properly and comfortably lighted, heated and ventilated.
- Inspecting the bus for any forgotten items and turning them over to dispatcher.
- Reporting all needed vehicle servicing through the pre/post trip inspections or to mechanic.
- Responsible for proper securement of wheelchairs, mobility devices or walking aides used by ITA passengers.
- Responsible for the safety of passengers while being transported.
- Reporting all incidents and accidents immediately and accurately completing necessary reports.
- Responsible for the cleanliness of the ITA buses.
- Responsible for turning in fare box to dispatcher at end of shift.

Standards and Qualifications:

- Must have graduated from an accredited high school or equivalent and successfully completed a driving record check through the Department of State Bureau of Driver & Vehicle Record Lookup. The successful candidate will not have any points on their driver's license or any at fault accidents for the previous two years.
- The successful candidate will need to pass a pre-employment drug screen and physical by an approved medical facility and obtain a learner's permit for a Commercial Driver's License Class C with P endorsement.
- The successful candidate will have completed the training program with the approved ITA certified trainer. The successful candidate will also be required to complete the written and driving tests to receive the permanent Commercial Driver's License with a P endorsement.
- The successful candidate will be able to show a satisfactory attendance record as well as a willingness to adapt to change in the working environment and work towards greater efficiency in ITA operations.

Knowledge and Skill Requirements:

#### Knowledge

- Knowledge of major and local city streets and roads in Saugatuck, Douglas and Saugatuck Township.
- Knowledge of regulation governing the use of the two-way radio system.
- Knowledge of traffic laws and regulations.

#### Skills

- Ability to follow both oral and written instructions.
- Ability to quickly and accurately make operating decisions.
- Ability to deal effectively and pleasantly with the public.
- Physically and mentally capable of performing the job duties.
- Inspection of the vehicle prior to each shift and at the end of each shift.
- Ability to perform general servicing such as fuel and window/mirror cleaning.
- Ability to remove slush, snow or ice from the steps, platform or windows.
- Responsible for wearing clean clothing and be well groomed at all times.
- Any other activities as required by the supervisory staff.
- Assist dispatcher when required.
- Ability to work with varying break periods assigned by dispatcher or as necessary.

#### Physical Job Requirements:

- Must be able to stand and/or sit continuously to perform job functions.
- Must be able to physically stand, bend, stoop, kneel, reach, twist, lift, push, pull, climb steps, crouch, handle or move passengers.
- Must be able to lift 40 pounds.
- Visual acuity must be corrected to perform job functions.
- Must be able to work in varying environmental conditions such as hot, cold, wet, humid and windy. Must be able to work in a moving vehicle.

#### Other Job Requirements:

- Must possess and maintain a valid Commercial Driver's License with a P endorsement.
- Subject to random drug testing per ITA's Drug and Alcohol Testing Policy.
- Subject to periodic driving record check through the Department of State Bureau of Driver and Vehicle Record Lookup.
- Attend seminars, training, and meetings as instructed by the Executive Director.
- Attend all employee meetings.

#### Acknowledgement:

*I acknowledge that I have read the Job Description and I understand what will be expected of me. I further acknowledge that the above statements are intended to describe the general nature and level of work being performed by people assigned to this job and that they are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions. I also understand that I am an AT-WILL employee of Interurban Transit Authority and that this Job Description does not constitute a contract of employment.*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_.