



## Public Transit Driver-Part-time *Job Description*

**Job Classification:** Non-Exempt

**Work Schedule:** Varies

**Reporting Relationship:** Director-Administrative Assistant

### **Primary Accountabilities:**

The Public Transit Driver provides a safe, secure, and timely transportation service to the general public population of Nemaha County, Kansas.

The Public Transit Driver/Dispatcher represents Nemaha County Transit in a professional, positive and cheerful manner, paying close attention to passenger safety, customer service and schedule adherence. As professionals, drivers have the first contact with our passengers and are Nemaha County Transit's system ambassadors.

### **Major Duties:**

- Performs on-time curb-to-curb pick up and delivery of passengers, providing passenger assistance as needed.
- Operates emergency and wheelchair equipment in a safe and responsible manner.
- Conducts daily pre-trip and post-trip inspections of vehicles including the wheelchair lift and reports any problems to Director in a timely manner.
- Complies with all Nemaha County Transit policies regarding passenger safety as referenced in the Driver's and Rider's Handbooks (i.e., requires seat belts at all times, appropriate rider conduct, etc.).
- Collects fares and is accountable for documentation.
- Responsible for daily care, proper upkeep and scheduling maintenance of vehicles according to manufacturers and Kansas Department of Transportation recommendations.
- Maintains and protects the confidentiality of all information obtained to provide transportation services including personal passenger information, agency/county information not ready for public release and personal information about staff members.
- Accurately completes and maintains all Kansas Department of Transportation and Nemaha County Transit required reports and documentation and submits reports and information to Director in a timely manner.
- Complies and adheres to all Nemaha County and Nemaha County Transit Policies and Procedures and all rules and regulations set forth by Kansas Department of Transportation.
- Attends training sessions as required by Kansas Department of Transportation, Nemaha County and/or Nemaha County Transit.
- Performs all other duties as assigned by the Director and/or Board of Nemaha County Commissioners.

### **Qualifications:**

- Must possess a high school diploma or equivalent.
- Must possess a valid Kansas driver's license issued by the Division of Vehicles, Kansas Department of Revenue and have an excellent driving record.



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- Must be subject to security clearances and alcohol and drug testing regulations mandated by DOT Rule 49 CFR Part 40, 653, 654 Drug Free Work Place Act and as set forth in the Nemaha County Transit Drug and Alcohol Policy.
- Must pass a DOT physical and be subject to a "Fit for Duty" Occupational Assessment physical conducted by a health care professional designated and paid for by Nemaha County Transit.
- Must possess public transportation or other commercial driving experience.
- Must possess ability to lift and carry up to fifty (50) pounds on a frequent basis.
- Must possess ability to exercise good judgment and discretion in handling confidential information.
- Must be a team player.
- Must be people-oriented, caring and be particularly sensitive to the special needs of the elderly and persons with disabilities. Honesty, integrity and trustworthiness are also a must.
- Must possess ability to be flexible, to multitask, to easily adapt to changes in job and/or routine and successfully perform duties in stressful situations.

### **Physical Demands:**

- Light work in that the worker sits most of the time.
- Conveys and receives detailed or important instructions and information to and from the general public.
- Sustained movements of the wrists, hands and/or fingers in typing or otherwise working, primarily with the fingers rather than the whole hand or arm.
- Must possess good vision, good hearing and mental acuity in order to hold this position.

### **Work Environment:**

- Frequent high mental, visual and aural concentration required.
- Exposure to noise, fumes and various road conditions.

### **Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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Employee Signature

Date

Supervisor Signature

Date