

ALTRAN
Job Description

TITLE: Bus Driver

GENERAL SUMMARY

Under the direct supervision of the Executive Director/Administrative Assistant, transports the general public to and from various locations. Assists elderly and handicapped persons on and off the vehicle. Performs pre-trip and post-trip inspections daily.

Typical Duties

1. Transports general public to and from various locations in a revenue vehicle in a safe, efficient, and courteous manner. Ability to relate and assist passengers that are elderly, handicapped, and/or disabled on/off the vehicle which includes the hydraulic lift or ramp.
2. Inspects the vehicle before beginning of the shift and completes a pre-trip inspection sheet. Identifies possible maintenance issues with the vehicle and records on inspection sheet.
3. Maintains accurate records of daily rides and collects fares and tickets, using printed and/or digital driver logs. Must ensure that passengers deposit the correct fare.
4. Maneuvers a revenue vehicle (bus, van, etc.) safely in traffic.
5. Interprets dispatcher's instructions -- in particular, be able to recognize, create, and follow logical sequences for the transportation of passengers with minimal assistance.
6. Observes all traffic laws and rules, including those related to buses and public transit.
7. Uses correct FCC radio procedures in communication with dispatcher.
8. Answers informational questions about the system and acts as a representative of the system to the public.
9. Performs post-trip inspection daily to detect and report any possible maintenance issues with the vehicle.
10. Fuels, washes, and cleans vehicle(s), daily.
11. Reports all incidents and accidents immediately and accurately completes necessary paperwork.
12. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the organization.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel.

Minimum Employment Qualifications

Education:	High School Graduate or G.E.D. equivalent
License/Certification:	Commercial Driver's License (CDL) with Passenger (P) endorsement, and have no more than three (3) points against their driving record. Must pass all drug screening protocols-MDOT & pass background check.
Knowledge:	Major and local streets in all of Alger County as well as surrounding areas that are served. Ability to use the two-way radio system. Michigan traffic laws and regulations.
Estimated On-The-Job Training Period:	1-3 months
Physical Effort Required:	May involve lifting or moving objects up to 50 lbs.

The qualifications above are guidelines: alternative qualifications may be substituted if sufficient to perform the duties.

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 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 Alger Transit Authority-ALTRAN and that this Job Description does not constitute a contract of employment.

Signature _____

Date _____